

**Town of Collins Public Library Board of Trustees – Policy Review
Committee Meeting**

Minutes: Monday October 25, 2021 at 2 pm

Via GoToMeeting: Present: Director Abbie Barten-McGowan, Trustees Helga Ciminesi, Edith Schell

1. Called to order at 2 pm

2. Board Policies up for review:

A. Reviewed with no proposed changes:

- **I.C.2 - Disposal of Obsolete or Surplus Property**
- **I.C.4 - Fixed Assets Capitalization Policy**
- **I.C.7 - Investment Policy**
 - III discussion about Treasurer’s written investment policy. We took it to be this one.
 - VI says that anything deposited should get to the treasurer within 12 days. We are interpreting this as from preparation of deposit.
 - VII – We noted that we have more than enough room in 2 of the 3 listed institutions, although we may need to make a transfer in the near future.
- **I.C.9 - Payment of Invoices**
- **I.C.9a - Payment Voucher**
- **I.C.9b - Return Voucher**
- **I.C.11 - Procurement Policy**
- **II.B.6 - Rules of Conduct**
- **II.B.7 - Tutoring Policy**
 - Discussed the cell phone clause, decided to leave it in. (No changes)

B. Proposed Changes:

- **I.B.3 - Emergency Closing Codes and Procedures**
 - Remove home phone for caretaker.
 - Change “Facebook” to just “social media”.
 - Updated first bullet point for better grammar.
- **II.C.2 - 3D Printer Procedure Policy**
 - 6. Grammar: Change to “first served”
- **II.B.2 - Community Meeting Room Policy & Application:**
 - Rules of Use 1. Remove hours, since they’ve been changing.
 - Rules of Use 3. Grammar: Change “are” to “is”.

C. No new policies

3. Adjourned at 2:15 pm.

Respectfully Submitted, Abigail Barten-McGowan, Director