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
         o III discussion about Treasurer’s written investment policy. We took it to be this one.
         o VI says that anything deposited should get to the treasurer within 12 days. We are interpreting this as from preparation of deposit.
         o 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
         o Discussed the cell phone clause, decided to leave it in. (No changes)
   B. Proposed Changes:
      • I.B.3 - Emergency Closing Codes and Procedures
         o Remove home phone for caretaker.
         o Change “Facebook” to just “social media”.
         o Updated first bullet point for better grammar.
      • II.C.2 - 3D Printer Procedure Policy
         o 6. Grammar: Change to “first served”
      • II.B.2 - Community Meeting Room Policy & Application:
         o Rules of Use 1. Remove hours, since they’ve been changing.
         o 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