

**Town of Collins Public Library Board of Trustees – Policy Review Committee Meeting
Minutes: Wednesday, October 26, 2022 at 10:30 am**

Held at the Collins Public Library. Present: Director Abbie Barten-McGowan, Trustees Helga Ciminesi, Edith Schell

1. Called to Order at 10:45 am
2. Board Policies up for review:
 - a. Reviewed with no changes:
 - i. I.B.1a, b - FOIL Policy Application; Appeal form
 - ii. I.B.3 - Emergency Closing Codes
 - iii. I.C.6 - Gift policy
 - iv. I.C.7 - Investment policy
 - v. I.C.9, a, b - Payment of Invoices; Payment Voucher, Return Voucher
 - vi. I.C.10 a, b - Petty Cash Policy, Custodian Form, Record
 - vii. I.D.2c - Board of Trustee Interview Questions
 - viii. II.B.1 - Bulletin Board Policy
 - ix. II.B. 3 - Health and Wellness Policy
 - x. II.B. 4 - Program Policy
 - xi. II. B. 8 - LED Sign policy
 - xii. II. C. 3 - VR Health and Safety Ack
 - b. Proposed changes
 - i. I.B.1 - FOIL Policy: Change branch to contracting member library
 - ii. I.C.3 - Financial Routine: Remove references to “fines” as the library has gone fine free; Cash handing – due to the lowered amount we take in, we have begun only taking out the register twice per month. Also minimum deposit frequency dropped to monthly.
 - iii. I.C.11 - Procurement policy – redundant “Public Library” in second paragraph (Page 1); pronoun (Page 3 “when circumstances...); (page 5 single source quotes)
 - iv. II.B.5 - Progression of patron discipline: define B&ECPL
 - v. II.B.6 - Rules of Conduct – lots of changes to language from system – see attached.
 - vi. II.B.8a - LED Sign Application – removed background color option.
 - c. New policies:
 - i. I.B.4 - Emergency Procedures – Finally developed. Could still use a review by Emergency Personnel, but it’s mostly in order.
 - ii. I.D.8 - Telecommuting – We are not covered under a system policy. This allows the director to assign certain projects to be done from home on paid time for staff.
3. It was proposed that we have a Binder Update meeting, so Trustees can go through their binders and ensure they have the most recent copies of the policies in place.
4. Meeting was adjourned at 11:30 am.

Respectfully Submitted, Abigail Barten-McGowan - Director