

**Town of Collins Public Library Board of Trustees – Policy Review Committee Meeting  
Minutes: Thursday, October 26, 2023 at 11 am**

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

1. Called to Order at 11 am
2. Board Policies up for review:
  - a. Reviewed with no changes:
    - i. I.B.3 - Emergency Closing Codes
    - ii. I.C.7 - Investment policy
    - iii. I.C.9, a, b - Payment of Invoices; Payment Voucher, Return Voucher
    - iv. II.B.2 a – Meeting Room Application
  - b. Proposed changes
    - i. I.A.3 – Ethics Policy: Correct misspelling (familiar vs. familial); include gender expression; define library as organization and not institution; Clarifications to include Key Employees; pronoun updates; clarify Governance Committee ruling.
    - ii. I.B.4 –Emergency Procedures: pronoun updates; update contact names for System.
    - iii. I.C.11 - Procurement policy – Updating language to keep in line with System’s policy. Updates to procurement amounts (\$1,000 now \$2,500 and \$20,000 to 25,000); updates to include email bid info; updates to include using contracts procured by Erie County and through Approved Purchasing Cooperative Agreements and related information; pronoun updates; removal of Manager from Director.
    - iv. I.D.4 –Nursing Mother’s Policy – Proposed change to Nursing Parent’s policy and update pronoun.
    - v. I.D.5 – Whistleblower Policy – update list of who is covered to also include former employees and independent contractors; clarify trustee employed by B&ECPL should not be involved in deliberating or voting; Email reporting info added; updates to numbering in section 2; pronoun updates; request the name of the library on the report; update the subject of the complaint should not participate in Board or Committee deliberations about complaint except for providing requested information; update language about protection against retaliation to include language about immigration status or suspected immigration status; update volunteer vs. engage in library activities; update form with confidential label, update to request position or title; update on where form may be sent; update to define Form.
    - vi. II.B.2 – Community Meeting Room Policy – Defined ToCPL and “the Library”; who to contact if the participant wants to cancel the meeting; meeting cannot be transferred to another organization; closing for weather or other emergency; update to reservations for groups; update in wording about application age and responsibilities; library staff can’t help with events; attendees must follow health and safety protocols in place; Applicant accepts liability and hold harmless library; update about food/beverage prep; library isn’t responsible for

materials brought to meetings nor will store things; add info about applicant needing to provide interpreters if requested and info that library is ADA accessible; info about meetings found not following rules; whole paragraph about political functions and what is allowed/not allowed; update to appeals info about when response can be expected; renumbering.

vii. II.B.6 - Rules of Conduct – update 9 to include canvassing and about library approval; update vaping/smoking section; update possibility of removal from property if rules not followed.

viii. II.C-2 – 3D Printer policy – add area code.

c. New policies:

i. none

3. Meeting was adjourned at 11:45 am.

Respectfully Submitted, Abigail Barten-McGowan - Director