

MINUTES--Draft
POLICY REVIEW COMMITTEE OF THE BOARD OF TRUSTEES
DEKALB PUBLIC LIBRARY
WEDNESDAY, NOVEMBER 30, 2022
5:30 P.M.

The Policy Review Committee of the Board of Trustees met on Wednesday, November 30, 2022 from 5:32 p.m. to 6:07 p.m.

MEMBERS PRESENT: Bill Garver, Gary Vander Meer, Jennifer Salmon

MEMBERS ABSENT: None

CALL TO ORDER

The meeting was called to order by Garver at 5:32 p.m.

CHANGES TO AGENDA

None

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

- A. Approval of July 11, 2022 Minutes: The July 11, 2022 Policy Review Committee Meeting minutes were reviewed and discussed. Vander Meer moved to approve the minutes as submitted, seconded by Salmon. Motion passed.

DISCUSSION/ACTION ITEMS

- A. Collection Management and Materials Selection Policy Revision: Updates to the policy were discussed. Vander Meer moved to send the policy to the full Board for approval, pending legal review, seconded by Salmon. Motion passed.
- B. Fund Policy Draft Review: A policy outlining the different types of funds and expected balances was reviewed for adoption. Salmon moved to send the policy to the full Board for approval, pending legal review, seconded by Vander Meer. Motion passed.
- C. Volunteer Policy Draft Review: A policy related to the acceptance of library volunteers and expectations for and of them was reviewed for adoption. Garver suggested the addition of wording related to short-term volunteer projects from outside groups. Discussion was had about the appropriate number of maximum hours volunteers could offer each week. Vander Meer moved to send the policy to the full Board for approval, pending legal review, seconded by Salmon. Motion passed.
- D. Volunteer Manual Draft Review: A manual for volunteers was reviewed for adoption. Vander Meer moved to send the policy to the full Board for approval, pending legal review, seconded by Salmon. Motion passed.

OLD BUSINESS

None

NEW BUSINESS

Faulkner informed the Committee that a policy regarding the Director Review process would be considered at the December Board meeting, at the request of the Board President, rather than being considered first by the Policy Committee.

ADJOURNMENT

Salmon moved to adjourn at 6:07 p.m., seconded by Vander Meer. Motion passed.