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HELEN M. PLUM MEMORIAL PUBLIC LIBRARY DISTRICT

POLICY AND BYLAWS COMMITTEE MINUTES

October 17, 2019

5:00 p.m.

Director's Office

- I. Call to order
 - a. The meeting of the Policy and Bylaws Committee was called to order at 5:01 p.m. in the Small Conference Room of the Helen Plum Library.
- II. Pledge of Allegiance
 - a. All present recited the Pledge of Allegiance.
- III. Roll Call
 - a. Present: Chair Pinkett-Floyd, Trustee Marshall
 - b. Absent: Trustee Wiggins
 - c. Staff present: Director Kruser, Claudia Krauspe
- IV. Public Presentation or Discussion with the Committee
 - a. No public presentation.
- V. ACTION ITEM: Adoption of the Agenda
 - a. Director Kruser requested the addition of P-11 Holidays to the agenda for review.
 - b. Trustee Marshall moved to adopt agenda as amended and it was seconded by Chair Pinkett-Floyd. All ayes, no nays. Motion passed.
- VI. Review of:
 - a. P-11 Holidays
 - i. Claudia Krauspe explained that the suggested policy change would allow staff to have two floating holidays to be used any time during the calendar year. This would ease the scheduling process for department managers and make scheduling more equitable for staff.
 - ii. Trustee Marshall asked to add a clause that would require staff to give ample notice. The Committee agreed to add this statement after the third paragraph: "Requests for personal leave should be submitted as early as possible to accommodate work schedule changes. Such leave shall be approved by the employee's supervisor."
 - iii. Trustee Marshall moved to refer P-11 Holidays, as amended, for approval by the Board of Trustees at the December Board meeting. Treasurer Pinkett-Floyd seconded. All ayes, no nays. Motion carried.
 - b. Trustee Bylaws
 - i. The Committee agreed to the following changes under Article I:
 1. Update the first sentence of Section 2 to: "Meeting dates may be changed or canceled if needed." Trustee Marshall suggested change the final

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sentence of this section to: “The Board President has sole discretion to change or cancel the meeting.”

2. Director Kruser and Claudia Krauspe noted that these changes need to be in line with the state requirements for library bylaws. Director Kruser will look into this.
- ii. The Committee agreed to the following changes under Article II:
1. Trustee Marshall recommended adding “Closed Session if scheduled” to the end of section 5.
 2. Change all mention of “board president” to “presiding officer”; any mention of “biannual” to “biennial”; and “shall” to “will” throughout the document.
 3. Change section 6, sub section 1 to the following: “Each person who wishes to speak must complete the Public Comment Request Form prior to the start of the meeting and submit them to the presiding officer.”
 - a. Add this to the start of this section: “In the absence of the Board President at any given meeting, the presiding officer will assume the Board President’s duties for that meeting.”
 - b. Update second sentence to: “Speakers will be called to speak in the order submitted and may address the Board only at the appropriate times as indicated on the agenda and when recognized by the presiding officer.”
 4. Change section 9, sub section f to: “In the event Library Staff and/or members of the public are asked by Trustees at a meeting for input or the participation in discussions, communication devices (as needed) will be set up to allow such input/participation.”
 5. The Committee was uncertain as to the meaning of section 12 (under Article II). The Committee will ask the rest of the Board for clarification.
 - a. The Committee agreed to change the suggested fractions in section 12 to “5 out of 7” and “4 out of 5.”
- iii. The Committee agreed to the following changes under Article IV:
1. The Committee agreed to remove the Building and Grounds Committee and the Community Relations Committee from the list of committees. They recommend these stay on as ad hoc committees.
 2. The Committee agreed to update section 1 to: “The standing committees will each consist of three Trustees appointed by the Board President. The Audit Committee cannot include the Board Secretary. Two of the Three appointed committee members will constitute a quorum.”
 3. The Committee agreed to remove paragraph 4 under section 1.
 4. The Committee agreed to remove points 1 and 2 under the list of Duties of the Chairperson (page 8).
 5. The Committee agreed to remove the third paragraph on page 8.
 6. The Committee agreed to remove bullet points pertaining to the Building and Grounds Committee and Community Relations Committee on page 9.
 7. Under the section on the Policy and Bylaws Committee, the Committee agreed to review policies every 2 years rather than every year.
 8. Under section 3, the Committee agreed to change “who are the members” to “the committee member appointments.” The Committee would also like to add this statement before the final sentence in this

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section: "The Community Relations and Building and Grounds committees are ad hoc committees that will periodically be reestablished."

- a. The Committee also agreed to add a fourth bullet point in this section: Committee Procedures.
- iv. The Committee agreed to update this statement in Article VI (bottom of page 10): "The Library Director's performance shall be evaluated by the entire Board at least once a year."
 1. In section 2, the Committee agreed to change \$20,000 to \$25,000.
- v. Treasurer Pinkett-Floyd recommended submitting the revised bylaws to the Board for review at the November Board meeting.

- VII. ACTION ITEM: Referral for action to the Board of Trustees
- a. It was moved and seconded to refer all policies for action to the Board of Trustees as amended. All ayes, no nays. Motion carried.

- VIII. Adjournment: 6:52 p.m.

Approved: _____

Kristin Aasmundstad Walsh
Board Secretary