

# APPROVED

HELEN M. PLUM MEMORIAL PUBLIC LIBRARY DISTRICT

POLICY AND BYLAWS COMMITTEE MEETING OF THE  
HELEN M. PLUM MEMORIAL PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

July 9, 2019  
3:00 p.m.  
Small Conference Room

## MINUTES

- I. Call to order
  - a. The meeting of the Policy and Bylaws Committee was called to order at 3:03 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, Wayne Kankovsky, Jerry Konrardy
  - b. Absent: none
  - 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 recommended reviewing the policies in the following order:
    - i. C-4 Community Involvement
    - ii. C-5 Sponsorships of Library Events
    - iii. U-1 Use of Materials and Facilities
    - iv. U-7 Internet Policy
  - b. Wayne Kankovsky moved to adopt agenda as amended and it was seconded. All ayes, no nays. Motion passed.
- VI. Review of policies:
  - a. C-4 Community Involvement
    - i. Director Kruser noted that the purpose of section III, E was unclear. She suggested the clause might be obsolete.
    - ii. Treasurer Pinkett-Floyd agreed to ask the Board of Trustees for clarification on the clause before updating the policy.
  - b. C-5 Sponsorships of Library Events
    - i. Trustee Marshall recommended a change in section IV, C: change the word "may" to "will." The Committee agreed.

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- ii. Trustee Marshall recommended changing section IV, D to the following: “The library does not represent the donor in any transaction and stipulates that the donor is responsible for his/her own determination of gift valuation or deductibility. The library will provide tax receipts upon request.”
  - c. U-1 Use of Materials and Facilities
    - i. Director Kruser suggested the policy go into effect on September 1, 2019 to allow time to implement system changes. The Committee agreed.
    - ii. Claudia Krauspe noted that a number of sections were removed because they are discussed in other policies.
    - iii. Trustee Marshall suggested a change in section 2.3: change the word “may” to “will” in the final sentence. The Committee agreed.
    - iv. Trustee Marshall suggested a change in section 2.g: change the phrase “approved by the Library’s governing board in accordance” to “approved by the Library’s Executive Director or designated staff member in accordance.” The Committee agreed.
  - d. U-7 Internet Policy
    - i. Director Kruser suggested the policy go into effect on October 1, 2019 to allow time to implement system changes. The Committee agreed.
    - ii. Trustee Marshall keeping the second paragraph under “Use of the Internet” in the current policy. The Committee agreed to keep the clause and add it to the new draft of the policy.
- 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: 3:54 p.m.

Approved: \_\_\_\_\_

Kristin Aasmundstad Walsh  
Board Secretary