

D R A F T

MINUTES OF PERSONNEL AND POLICIES COMMITTEE

ELISHA D. SMITH BOARD OF TRUSTEES

July 26, 2011

Call to order at 2:01 p.m. by Chair Wicihowski

Present: Wicihowski, Crawmer, and Werley

Also present: Director Lenz and Trustee Murray

Discussion/Action Items

1. A Volunteer Policy was presented for review. Lenz will contact the city's attorney to see if the policy should contain more specific language in regard to what is required before a volunteer may conduct library business with his or her own automobile.
2. It may make sense for both policies to change structure away from Chapters and an index to one more conducive to web browsing with headings that can be linked. This will be brought before the board.
3. The library's Organizational Structure Policy was reviewed. Lenz will make changes and distribute the policy by email to attendees for review.
4. It was suggested that board packets be emailed only, with a message offering to print the packet information upon request and have it ready before the board meeting. This idea will be brought to the board at their next meeting.
5. During the discussion of organizational structure, it was decided to leave the library's Friends group out of the structure but to contact people active in the Friends and have a meeting with any of them who are interested in formalizing their structure, the director, and any interested board members.

Adjournment

Motion to adjourn the meeting at 3:15 p.m. by Werley, seconded by Crawmer and carried unanimously.

Respectfully submitted by Vicki Lenz