



Item 3a

**Morris Area Public Library
Board of Trustees Minutes
Special Policy Committee Meeting
Thursday, February 21, 2019
12 p.m.**

Call to Order & Roll Call for the Board of Trustees Meeting

Caroline Cummings, acting as committee chair, called the meeting to order at 12:12 p.m. Trustees present were: Cummings and Carol Anderson. Also present: Director Roberta Richter and visitor, Angelique Minett

Public Comment: None

Discussion topics:

- a. Nepotism Policy: The committee will recommend adopting the policy with edits made to the Library name.
- b. Petty Cash Policy: The committee will recommend adopting the policy with edits made to the "mileage" portion of the policy. Edits made to clarify the procedure in requesting reimbursement by requiring a copy of a printed GPS mapping from a reliable online source (i.e. Map Quest or Google Maps).
- c. Tuition Assistance Policy: The committee will invite discussion as to whether or not Trustees feel this should be provided as a benefit to employees. If the decision is yes, the committee will recommend adopting the policy as stated.
- d. Computer and Internet Policy: The committee will recommend raising the current overdue threshold from \$5 to \$20 or \$25, depending on system requirements. The committee will also recommend editing verbiage in relation to computer classes and will recommend removing the option to purchase flash drives.
- e. Schedule for auditing current policies. The policies editing in 2017 by the former director were never brought before the Board for approval. Director Richter will be going through the policy manual and creating a schedule to review policies with the committee.

Adjournment: The meeting was adjourned at 12:50 p.m.

Caroline Cummings, Acting Committee Chair