

MINUTES
POLICIES COMMITTEE MEETING

February 10, 2011

The meeting was called to order at 1:10 p.m. Present were Martin Green, Bonnie Weber, Sherry Collins, Rusty Wigg, and Maija DeRoche. Jerry Smyder was excused.

The committee discussed further implications of the bonding issue. It was decided that in terms of the Authority of the Board Policy, our crime coverage was suitable. In terms of the By-Laws and State Law, bonding is required for the Treasurer. Martin will research the law and e-mail the appropriate wording to members of the committee to make a determination at the March meeting, whether or not to spend a large sum of money on a bond policy. Rusty will research the coverage under our Officers and Director's insurance policy also.

The committee reviewed the Authority of the Board policy, suggested a couple of minor changes, and requested clean copies for final review at the March meeting. It will then be forwarded to the Board with a recommendation for approval.

The committee added a \$50.00 gift limit to the Conflict of Interest Policy, as per Jerry's suggestion. Sherry will e-mail a revised copy to the committee for final review at the March meeting. It will then be forwarded to the Board with a recommendation for approval, and implementation in 2012.

The committee held some preliminary discussion of a Gift Acceptance Policy. Sherry will work on a first draft for later discussion.

The committee reviewed the master Policies list, and decided to continue working on getting more policies on paper. A lot of the personnel issues will wait for the Employee Handbook to be completed, and necessary policies will be forthcoming then. It was felt that we still need a policy for the implementation of Worker's Compensation and Disability. The insurance policies set out procedures, but in a way that the Board has some discretion in implementation, which was very confusing when we encountered a problem in prior years. It was also decided that there should be a Staff use of computers and Internet policy, above and beyond whatever would be in the Employee Handbook. A necessary but very involved policy is needed for disaster preparedness and recovery. Rusty will look for a working policy or a handbook we can draft from on that subject. We also need to revisit the Reading Center Policy, (Sherry and Rusty will work on that) and Rusty and Ken Behn will work on an Internet Security and Information Privacy policy that will affect both the System and the member libraries. The committee decided that Jerry's draft of the Purchasing Policy will be forwarded to the Finance Committee for further discussion and revision.

Sherry also went over a list of agenda items from Nassau Library System that their board makes into resolutions at their reorganization meeting annually. The committee felt that this list was too involved, but that there might be some items on it that we should be doing, but are not at this time. Rusty is going to get a copy of the agenda items list from Four County Library System in Binghamton which has fewer items to deal with. The committee will discuss creating a policy for this activity at the March meeting. Sherry also asked whether the Records Retention document (doc # 03-72) should be revisited, updated, and the first page rewritten to become a policy. The committee felt that this should be done, and Sherry will draft a new first page, and work with Rusty and Linda to update the information.

The meeting was adjourned at 3:45 p.m.

The next meeting will be on March 10, 2011 at 1:00 p.m.

Respectfully submitted,

Sherry Collins