

# Red Feather Mountain Library District

## Policy Committee Meeting Minutes

October 24, 2018

The meeting was called to order at 8:35 by Zen Raczkowski.

Committee members present were: Zen Raczkowski (Chair), Creed Kidd (Library Director), Claudia O'Neill, and Lynn Wartgow.

The minutes of the meeting, September 26, 2018, were read with Claudia moving, Zen seconding, to approve them. Motion carried.

Policy discussion: User Record Confidentiality, Privacy and Removal – Creed will add the reference for the new data law to this policy and make minor grammatical changes related to the word “secure” in paragraph number three.

Revision of the Library Board Bylaws were discussed: Related to executive sessions, the board will adopt the recommendations that the tapes that are made of these sessions be kept for 90 days, unless there are extenuating circumstances, before they are destroyed. Claudia moved, with a second by Zen, to send this change to the full board for approval. Motion carried.

Policy discussion: Use of Ruth's Gallery – It was discussed that during busy library use times, that there needed to be flexibility of use of the space allowing overflow into the gallery space. The intent is to be sure that gallery artists are aware of this potential prior to putting up their display. Lynn moved with a second by Claudia, to recommend to the full board, that the policy be changed to allow for overflow of the public into Ruth's Gallery space during high use times. Motion carried.

Employee Handbook is currently under review by the Employment Council – discussion tabled.

Policy discussion: Employee Benefits – This discussion will continue at the next policy meeting as a single agenda item to allow for adequate review starting at 8:00 a.m. on November 28<sup>th</sup>. Staff are invited to join the discussion at 8:30.

Next meeting: November 28, 2018 at 8:00 a.m.

Meeting adjourned at 9:15 a.m.

Submitted by: Lynn Wartgow

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