

TADL Board of Library Trustees
Policy Committee
Minutes
March 3, 2016 - 10:00 AM ~ Thirlby Room

In Attendance:

J. Jones (Chair) and A. Marek, trustees, and G. Parsons and J. Porter, staff. J. Beasley was absent.

Agenda Approval – The agenda was accepted as presented.

Minutes Approval – The minutes of the September 3, 2015, meeting were approved as distributed.

Public Comment – There was none.

Credit Card Use Policy

Parsons presented a revised policy for discussion. Minor changes include changing the title of Assistant Director for HR & Finance to Library Director and Financial Assistant to Business Manager. In addition, one authorized user was deleted and three were added. After operating under the current policy for several years, it became apparent that additional users should be designated due to the increasing need for the ability to use a credit card for normal business operations. The Committee recommended taking the updated policy to the next Board meeting for action.

Budget Adjustment and Disbursement Policy

Parsons provided an updated policy to the Committee for consideration. At a previous Finance Committee meeting, the chair questioned the logic for requiring Board action for disbursements over \$25,000 when they are for budgeted routine expenses such as health insurance and pension expenses. Committee members agreed that the policy should be left as is because Board members should be aware of these larger payments.

Ethics Policy

Parsons distributed two documents for committee review. K. Zeits provided the policies and said that many municipalities are adopting these kinds of policies. One of them is for the Board, and the other is for individual Board members to sign. After discussion, it was decided to take the policies to the full Board for review at the next meeting.

Investment Policy

During a previous Finance Committee meeting, Fifth Third Bank representatives gave an overview of our investment accounts and passed out an updated Investment Policy that is based on the template from the Library of Michigan Financial Management Reference Guide. The copy provided to Policy Committee members also includes the change in portfolio duration to one to three years as requested by the Committee. Members recommended the policy go back to the Finance Committee for consideration and input.

Public Relations Policy

Parsons indicated that with the addition of the Marketing & Communication Manager position changes are needed in the policy. Currently, it states that the Library Director and Board

President are the only ones able to make contact with the media, but in practice it does not happen this way. Parsons distributed some sample policies for Committee review and said that she will come back with a draft policy at the next meeting.

Topics for Next Meeting:

Public Relations Policy, Circulation Policy, Unattended Children Policy

Public Comment – There was none.

Next Meeting: April 7, 2016 (will need to reschedule due to unavailability of members)

Adjournment – The meeting adjourned at 10:58 a.m.