

MINUTES

POLICIES COMMITTEE MEETING

June 14, 2011

The meeting was called to order at 1:15 p.m. by Chm. Sherry Collins. Present were Jerry Smyder, Martin Green, Maija DeRoche, and Rusty Wigg. Bonnie Weber was excused.

The committee reviewed the proposed by-laws changes to be approved by the Board in July and sent to the Annual Meeting for approval in October. Martin suggested some wording changes which the committee approved. Sherry will retype and forward the corrections to the committee members.

The committee reviewed the latest changes made to the Organizational Meeting Policy, and agreed that the document may be forwarded to the Board for approval at the June meeting. Sherry will "blacken" all the type and forward the document to Rusty for inclusion with the Board packet.

The committee reviewed the latest changes to the Conflict of Interest Policy. Martin had some suggested wording changes, which the committee approved as a whole. Sherry will make those changes, "blacken" the type, and forward to Rusty for inclusion with the Board packet.

The committee held a fairly lengthy discussion of wording changes and intentions implied in the Proposed Attachments to the Authority of the Board Policy. Since the committee made some changes to what the Finance Committee had drafted, the document will be forwarded with changes to the members of the Finance committee for their final approval, and return to the Policies committee for full Board approval at the July Board meeting.

Jerry made a PowerPoint presentation concerning terminology and standard business practices in connection with purchasing for the greater understanding of the committee members. In regards to the Purchasing Policy itself, Martin made a suggestion for a syntactical wording change under the "Unauthorized Purchases" section. Jerry will make the wording change, as he has the original draft, and will present the document at the upcoming Finance Committee meeting for their approval, and return it to the Policies committee before forwarding to the Board for approval in July.

Sherry handed out current copies of the "master" Policies and Procedures list for reference.

Respectfully submitted,

Sherry Collins

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POLICIES COMMITTEE MEETING

May 23, 2011

The committee met at 1 p.m. Present were Chm. Sherry Collins, Martin Green, Maija DeRoche, Jerry Smyder, and Rusty Wigg.

A lengthy discussion on the amount of Board involvement is needed to satisfy the Authority of the Board policy was held. Rusty has several questions about how involved the Board needs to be in the due diligence of the review of each contract as it comes due. The committee decided that since there are so few contracts each year that need to be dealt with, that Rusty should do her review as she does with grant applications and other items she brings to the Board for approval, and present the contract in question to the Board for approval in a timely manner. If there is some misunderstanding, or a serious question about the nature of the contract, or the legal language of the contract, the President of the Board should assign the contract to the appropriate committee for further study. Sherry will write up a Procedure that will be amended to the Authority of the Board Policy at the next Board meeting.

The meeting was called to order at 2 p.m.

Sherry gave to Rusty the original letter and response from Perry and Carroll about the insurance coverage for the file. Linda Lewis is following up on that letter and has been in touch with Perry and Carroll about confirming our understanding in writing on their letterhead instead of a note on the bottom of our original letter.

Sherry noted that the formerly NYSALB newsletter, now known as "Trustee" is putting together a statewide policy database for library policies. The next newsletter will be dealing with records retention.

A final review of the January Organizational Meeting Policy was made. Jerry suggested adding a final bullet allowing for any other organizational action that may be necessary. Sherry will rewrite this policy and forward by e-mail for the committee to review before sending on to the Board for approval.

The Conflict of Interest Policy was re-examined by the committee. Reference to the Authority of the Board Policy and the Whistleblower's and Ethical Behavior Policy will be added. Some minor wording changes were recommended. Sherry will rewrite this policy and send around to the committee for review.

The committee examined the list of changes to the by-laws that has accumulated. Some wording changes were suggested for the changes to Articles VII, Section 6, and Article IV, Section 5. A couple of typos will be corrected in Article V Section 2 Paragraph D.

The committee reviewed the draft of the Purchasing Policy forwarded from the Finance Committee. It was decided that there was a certain amount of confusion concerning some of the terminology, i.e. "purchased items". Jerry will rewrite the policy making clarifying changes. The Finance Committee should send a written statement along with the final draft stating that they have approved all aspects of the policy from the Finance Committee standpoint, before sending it back to the Policy Committee for advancement to the Board of Trustees.

Sherry handed out copies of several sections of the Records Retention Article by Broderick and attending links and information from the NYS Archives website. The committee was asked to look at our existing resolution, which dates to 2003, and determine what should be updated, what should be left alone, and what should be added.

Also, Sherry asked that the committee be thinking about what STLS should have in terms of a gift acceptance policy. With the Foundation for Southern Tier Libraries in the formative stages, this might take a different stance than would happen without the Foundation in the picture.

The meeting was adjourned at 4:00 p.m.

Respectfully submitted,

Sherry Collins, Chm.