

## **STLS POLICIES COMMITTEE MEETING**

### **MINUTES**

July 21, 2011

The meeting was called to order by Chm. Sherry Collins at 1:00 p.m. Present were Jerry Smyder, Martin Green, Bonnie Weber, and Rusty Wigg.

The committee reviewed the "master list" of Policies and Procedures to be discussed and documented. It was decided that several could be combined under one "Facilities" heading, some could be included in a general "Finance" policy, several would be dealt with in the pending Employee Handbook, and several were crossed off, as having been finished. Sherry will distribute the updated list to the committee.

The committee discussed the final rewrite of amendments for the Authority of the Board policy. Sherry will retype the policy, incorporating the changes in red for inclusion in the Board packet for action at the next board meeting.

The committee discussed the need for minor change to the by-laws concerning the nomination of trustees to the board for election from the member libraries. Martin will undertake a rewrite of the pertinent section of the by-laws to add to the list of changes to be voted on by the membership in October.

The committee reviewed the final draft of the Purchasing policy. Since the Chairman of the Finance committee has written approval of the policy, the committee has recommended that it be forwarded to the board for approval. Jerry will forward a corrected (blackened) copy to Rusty for inclusion in the board packet.

Sherry handed out a preliminary draft of a gift acceptance policy for the committee to read and be prepared to discuss at the next meeting.

The next policies committee meeting is August 23, 2011 at STLS at 1:00 p.m.

Respectfully submitted,