

1. Call to Order, Roll Call, and Declaration of Quorum

The meeting of the Policy Committee was called to order at 2:00pm by Chairperson DeFord.

Present: Trustee Williams, Trustee DeFord, Director Cox.

2. Old Business: Paid Leave for All

The committee reviewed changes to the Personnel Policy needed to address the 'Paid Leave for All Workers' law.

- *Sections 603 (Vacation), 604 (Personal Leave), and 701 (Holidays) will not require revision.*
- *Section 605 (Sick Leave) will be modified to move from accrual to non-accrual. Rate at which a staff member is given sick leave will also change from a flat 52.5 hrs./24 hrs. (full/part) to match each staff member's scheduled hours (i.e. a staff member scheduled 24 hours a week will receive 24 hours of sick leave for the year).*
- *New section will be introduced for 'Paid Leave for All'. All staff will receive time based on the hours they work, at a rate of 1 hour per 40 hours as stipulated by the law. This time will accrue on the calendar year.*

A draft of the policy that reflects the above changes will be distributed to the committee in the coming weeks, and plans to have the Board review and approve at the November 15th meeting.

3. Old Business: Prohibition of Book Banning

The committee reviewed the existing Selection Policy (last revised March 2023). As that policy includes language endorsing the ALA Bill of Rights, further action is not needed at this time. The committee will further discuss at a future meeting, likely in January 2024.

4. Review: Investment Policy

The committee reviewed the existing Investment Policy (last revised October 2020). The following edits were proposed:

- *Language fixed in 'Purpose and Scope' paragraph.*
- *In 'Objectives', combine 'Safety' and 'Legality' to one bullet point and add 'Diversification and Maturation' as a fifth bullet point so section better matches the Guidelines that follow.*
- *Fix formatting error in Guidelines section.*
- *Simplify language in 'Reporting', remove reference to annual review of policy (3 year review cycle).*
- *Library administration will begin to generate the written operational procedures described in policy- while most already exist, they include passwords/etc. and would not be suitable for distribution.*

5. Adjournment

The meeting was adjourned at 2:32pm.