

**Mead Public Library Board
Bylaws Committee
Thursday, October 2, 2014
Minutes**

Present: Kathie Norman, Chair, Maeve Quinn, and Dolcye Johnson. Staff: Garrett Erickson and Debbie DeAmico

Norman called the Library Bylaws Committee meeting to order at 3:45 pm. Norman determined there was a quorum present.

Discussion and possible action on updating Gift Policy. Norman drafted an updated Gift Policy, and she explained the purpose of this document to the committee. Johnson expressed that she could not support the specific language under the section "Monetary Gifts-Item A" having the money transferred to the library Foundation if a donor donated the money specifically to the Mead Public Library. After discussion, Norman stated she will look at this section and change it to reflect restricted vs. unrestricted donations. The committee will re-evaluate the draft of the Gift Policy at the next meeting.

Discussion and possible action on organizing and updating personnel-related information and policies. Erickson began the discussion with the goals of the committee including reviewing the "Mead Public Library Staff Handbook" and the "Mead Public Library Bylaws and Policy Statements Handbook." After comparing the library staff handbook to the City of Sheboygan handbook it was agreed to eliminate the MPL staff handbook because of duplication. Exceptions for library staff will be delineated in a library addendum to the City of Sheboygan handbook.

The City of Sheboygan is in the process of updating their current staff handbook. Erickson will work with Sandy Rohrick, human resources director with the City of Sheboygan, in regards to any suggested edits to the City handbook. Subsequently, the committee decided to postpone combining the two handbooks until after the City handbook updates are approved.

The committee also agreed that orientation items in the current Mead Public Library Staff Handbook should be moved to a separate document to distribute to newly hired employees.

The committee agreed that MPL Bylaws and Policies should be in separate documents. Norman will draft the MPL Bylaws document. It was decided that the committee should advance four separate documents: (1) City of Sheboygan Handbook with Mead Public Library addendum, (2) MPL Employee Orientation, (3) MPL Bylaws, and (4) MPL Policies.

Future Bylaws Committee agenda items: Gift Policy review and possible action. Continued review of MPL Bylaws, MPL Policies, and Employee Handbook.

Adjournment: Johnson moved to adjourn the meeting. Quinn seconded. The motion passed. Norman adjourned the meeting 4:45 p.m.