

CLINTON COMMUNITY LIBRARY

GOVERNANCE COMMITTEE MEETING – May 30, 2019 (5:30 pm)

AGENDA

Policy Inventory
By-law Review
Policy Review
Board Survey

MINUTES

Present: M. Pfisterer, S. Fairbanks, K. Lewis, T. McGuirk, Z. Snow.

1) Policy Inventory

Mr. Snow noted that older versions of the loose-leaf binder distributed to new trustees contain an inventory of recommended policies, annotated to show where the various topics are addressed in the Library's policies, and the dates on which those policies were last reviewed and updated. The Committee agreed that this inventory should be updated and redistributed over the coming months.

2) By-law Review

The Committee reviewed the Library By-laws, and recommends that the Board adopt the amendments noted on the attached copy.

3) Policy Review

The Committee agreed to defer review of the Finance Policy, pending further review by the Finance Committee.

The Committee recommends that the Board adopt the attached "Sexual Harassment Policy for All Employers in New York State," recommended by the Mid-Hudson Library System for adoption by libraries, which has been modified to clarify that complaints regarding the Library Director should be directed to the Board President.

The Committee reviewed the Library's policies regarding Conflicts of Interest, Whistleblowers and Open Meetings, and recommends that the Board adopt the modifications indicated on the attached marked copies of those policies.

4) Board Survey

Mr. Snow suggested that the format of the Board Survey be modified to delete the numerical ratings, in the hope that without that feature the trustees would be more likely to provide thoughtful comments. The Committee decided to give that approach a try for this year's survey (which will be circulated in July).

Minutes prepared by Z. Snow, June 3, 2019