NORTHLAND PUBLIC LIBRARY AUTHORITY
Policy & Planning Committee MEETING – Held in person and virtually, using Microsoft Teams
Thursday, December 12, 2024, 7:00pm
MINUTES

I. Call to Order: The meeting was called to order at 7:02 PM. In attendance: Karrie Lukin, Irene Caliendo, Amy Steele, Kelley Moten, Kim Rhule, and Adrianne Krings. Excused: Jack Murtagh and Sarah Poweska

II. Comments from the Public: None

III. New Business:
   a. Policies with revisions
      i. Borrowing Policies
         1. We switched to give a cash refund with $5 or less as we no longer use Northland Bucks. We no longer require new out of county PA patrons to show their own library card to receive a NPL card. We also cleaned up names of desks with understanding we will need to go back through after renovation for new naming.
      ii. Computer Use and Internet Policy
         1. Added hotspots and VR headsets to the list of resources patrons can use. EiNetwork requested hotspots to be added due to the same rules as other computer usage must follow.
      iii. Tutor Policy
         1. Revised so staff can have the ability to give the room to someone else if the person who reserved is 15 minutes late. Text change suggested by Jack from "yield" to "give".
      iv. Compensation Policy-minor change already made
         1. We revised the Compensation Policy to remove the requirement that raise percentages must be in increments of a quarter percent. The full policy is attached.
         2. Supervisors have a pot of money to give out for raises. There were times that money was left because it could not be issued due to the increment requirements in the old policy.

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3. Already approved by NPL Authority Board due to timing of raises being made this month.

IV. Minutes August 8, 2024 Policy & Planning Committee Meeting – VOTE to approve
   a. Irene motioned to approve and Kim seconded. All approved.

V. Per our new grant, which requires a grant agreement with a new "written business integrity policy". We do not currently have this in place. There are bullet points to include in the policy so NPL staff can pull together and have the solicitors review. Basically states that we will not break the law. Will be sent to P&P Committee to review via email but cannot discuss. Authority Board will then review and make a motion to approve in January.

VI. It's time to create the 2025-2028 NPL Strategic Plan. Kelley has prepared a worksheet and will share with committee. It's optional to complete to help us think about our own futures and Northland's future. To help facilitate our discussion for our April 8th meeting. Unlike our last strategic plan, we haven't had recent community feedback, so we are starting from scratch now. We need feedback from our patrons and non-patrons. Kim interested in helping with focus groups as a volunteer. RAD is interested in surveys, specifically to collect data from people who do not use the library.

VII. Adjournment: The meeting was adjourned at 7:23 PM. Amy motioned to approve and Kelley seconded. All approved.

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