MEETING MINUTES OF THE POPLAR CREEK PUBLIC LIBRARY DISTRICT POLICY COMMITTEE
Thursday February 8, 2024
4:00 p.m.
Mercedes McGowan Board Room

1. Call to Order-Trustee Hulke called the meeting to order at 4:00 p.m.

2. Roll Call-Trustee Hulke, Liapes, Khan and President Kennedy
Also Present-Debra Stombres, Ron Pauli and Deborah Muscarello
Absent-Trustee Arendt

3. Public Forum-None

4. Review policies, discuss and finalize for Board approval
    a. No recommended changes
        1. ADA Policy-reviewed and finalized
        2. OMA Public Notice Policy-reviewed and finalized
        3. Response to Law Enforcement Policy-reviewed and finalized
    b. Recommended Changes
        1. Meeting Room Policy-reviewed and finalized
        2. Alcohol Policy-reviewed and finalized
        3. Conference and Travel Policy-reviewed and finalized
        4. Fines and Fees Policy-reviewed and finalized
        5. FOIA Policy-reviewed and finalized
        6. Studio 1405 Policy-reviewed and finalized
    c. New Policies
        1. Service Animal Policy-Ron discussed with the committee highlighting:
            - Dogs and Miniature Horses are the only service animals allowed
            - The only questions that can be asked are
                a. Is the animal required and what tasks does the animal perform
            - Policy reviewed and finalized
    d. Financial Policies Review
        1. Credit Card-reviewed and finalized
        2. Fixed Assets-reviewed and finalized
        3. Fund Balance-reviewed and finalized
        4. Investment Policy-reviewed and finalized
        5. Purchasing Policy-reviewed and finalized
    e. Board Meeting Policy-reviewed and finalized

5. Adjournment

President Kennedy moved and Trustee Khan seconded a motion to adjourn to the next Policy Committee Meeting to be determined
Voice Vote Unanimous

Trustee Hulke adjourned at 4:39 p.m.

Bonnie Hulke
Committee Chairperson

Deborah Muscarello
Administrative Assistant