

MOLINE PUBLIC LIBRARY
Library Board of Directors
Policy and Public Relations Committee
Friday, 21 March 2014

PRESENT: Sara Wynn, Colleen Rafferty, Dee Runnels

ABSENT:

STAFF: Lee Ann Fisher, Sue Wheatley, Lisa Powell Williams

GUESTS:

I. Business Meeting Call to Order

The meeting was called to order at 8:15 a.m. in the Platinum Room at the Moline Public Library.

II. Roll Call – Sue Wheatley, Recorder

Roll call was taken with Wynn, Rafferty and Runnels present.

III. Approval of Agenda

The agenda was approved with no changes.

IV. Approval of Minutes

Runnels moved to approve the minutes from the 21 February 2014 Policy & Public Relations Committee meeting previously distributed by e-mail/mail to each Trustee. The motion was seconded and passed unanimously.

V. New Business

• **City of Moline FMLA Policy (Revision/Adoption)**

After discussion, *Rafferty moved to make a recommendation to the full Board for adoption of the revised FMLA Policy at the April meeting. The motion was seconded and approved unanimously.*

• **City of Moline Workplace Violence Prevention Policy (Revision/Adoption)**

After discussion, *Rafferty moved to make a recommendation to the full Board for adoption of the revised Workplace Violence Prevention Policy at the April meeting. The motion was seconded and approved unanimously.*

• **City of Moline Sexual Harassment Prevention Policy (Revision/Adoption)**

After discussion, *Rafferty moved to make a recommendation to the full Board for adoption of the revised Sexual Harassment Prevention Policy at the April meeting. The motion was seconded and approved unanimously.*

• **City of Moline Drug-Free/Alcohol-Free Workplace Policy (Revision/Adoption)**

After discussion, *Rafferty moved to make a recommendation to the full Board for adoption of the revised City of Moline Drug-Free/Alcohol-Free Workplace Policy at the April meeting. The motion was seconded and approved unanimously.*

- **Meeting Room Policy**

After discussion and changes, *Rafferty moved to make a recommendation to the full Board to approve the revised Meeting Room Policy at the April meeting. The motion was seconded and approved unanimously.*

- **Program Policy**

After discussion, *Runnels moved to make a recommendation to the full Board to approve the new Program Policy at the April meeting. The motion was seconded and approved unanimously.*

- **Set Next Meeting**

After discussion, the Committee has decided to meet as needed.

- **Other**

None

VI. Old Business

- **Tag Line Update**

After discussion, the tag line has been tabled. The Committee would like the Library Publicity Committee to look into designing a new logo in the near future.

- **Other**

None

VII. Public Comments

None.

ADJOURNMENT:

There being no further business brought before the Policy & Public Relations Committee, the meeting was adjourned at 9:25 a.m.

Approved: _____

Pursuant to the Bylaws, these minutes were prepared by Sue Wheatley, Administrative Assistant, from notes taken by her at the meeting and reviewed and revised by Sara Wynn, Policy and Public Relations Committee Chair.