

PERRY PUBLIC LIBRARY

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Policy Committee Minutes April 21, 2022

In attendance: Barb Glenn, Bethany Zerbe, Sandy Lawrence, Stacey Muolo, Jessica DeMarte (Director).

The meeting was called to order at 4:04pm.

The committee discussed and set the timeline for the 6 month Director Evaluation. The evaluation will be handed out at the May board meeting, with a due date of May 20th. Director DeMarte will set up a folder at the desk for drop off and also ask the staff to complete an evaluation form on her work & management so far. The development committee will tabulate the results by June 3rd and the evaluation will be discussed at the June 6th Board meeting.

The committee reviewed the Emergency Form. Director DeMarte will check with Ron at PLS to make sure the form follows any applicable laws.

The committee began reviewing the Employee Handbook, focusing on sections I and II. Director DeMarte will send out the current approved Whistleblower policy so the committee can decide which to use for consistency.

The committee set another meeting for Thursday, April 28th at 4pm to continue discussing the Employee Handbook, as well as discuss drafts of the Trustee Ethics Policy & the Document Retention Policy.

The meeting was adjourned at 5:21 pm.

Respectfully submitted,
Jessica DeMarte.