# Lake of Bays Township Public Library Board

**Connecting community and sparking ideas, lifelong learning and empowerment for all.**

## Policy Committee Minutes

**Tuesday October 6, 2026**

Present: Krista Wunsch, Pamela Calverley, Cathy Fairbarn, Rod McLean

**Call to Order**: 6:04 pm

Chair - Pamela Calverley Secretary - Krista Wunsch

Intent of Committee Minutes - to share with the community and track our ideas

**MOU Friends of the Library**

- Create a draft to share with Friends of the Library
- Cathy F. will share the draft MOU with Friends of the Library and will return to Policy Committee

**GOV. 07 Board Committees**

- Fundraising Committee will meet and share terms of reference
- Fundraising Committee will update and share with Policy Committee when complete

**Policy of Workplace Violence**

- Role of the Appendix A and B
- HR policies sensitive related to safety and security to not post publicly
- Policy committee recommendations to the Board
- HR policies review for sensitive information regarding safety procedures visible to the public
- Page 3 number 5 physical or sexual assault change wording for specific
- Section 9 page 9 wording of perpetrator change to accused offender
- Violence Policy ready to share with the Board

**Finance**

- Procedure of the budget
- Purpose to understand the budget process of the library
- Rough timeline prepared on the budget
- Policy Committee will review the Finance Budget Procedure

**Legacy Procedure**

- Board Development Committee brief outline of Legacy procedures
- Include OLS recommendations for Legacy Document

**Workplan**

- To include in the Board Minutes Policy
- To guide their work for the year
- Review the workplan Pamela has shared
- Committee can approve through email

Follow Up Work:

- Policy Workplace Violence to be shared with the Board for the next Board Meeting
- Cathy F. will create a MOU for Friends of the Library draft to be shared with Dwight and Baysville Friends of the Library as an example and support further conversations
- Review Finance Procedure and shared recommendations through email
- Review Workplan electronically and approve through email
- Next meeting Committee will meet first week of Tuesday November 3 at 6:00pm

## Adjournment Next Meeting: Tuesday November 3, 2026 6:00pm