



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

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Providing the community keys to lifelong learning

### **BY-LAWS & POLICY COMMITTEE MEETING AUGUST 14, 2014**

#### **MINUTES**

The By-Laws & Policy Committee Meeting was called to order at 6:05 p.m. by Committee Chair, Jason Fichtel, on Thursday, August 14 at the Westmont Public Library.

#### **Roll Call:**

Present: J. Fichtel (Chair), E. Carmichael

Also present: J. Coen, Director, K. Buckson, Assistant Director and T. Barry, Administrative Assistant and S. Parker, Finance Director, Village of Westmont

#### **Pledge of Allegiance:**

Carmichael moved to approve the minutes from April 15, 2014, Fichtel seconded. All in favor.

#### **Open Forum:**

#### **Trustees:**

Carmichael – Wished John M. a speedy recovery following his back surgery.

#### **New Business:**

#### **Review and recommend the Social Media Policy:**

Coen recommended we remove the Employee Comment section from the Social Media Policy since it was now incorporated in the Personnel Handbook.

#### **Review and recommend the next policy revision assignment for October 2014:**

Coen recommended revising the Volunteer Policy. Buckson said she was currently working on it with staff who were involved with the volunteers. Coen also recommended revisiting the Public Use of Computers Policy as it was last revised in 2008. Fichtel recommended revisiting Electronic Attendance at Meetings. Coen said she would investigate and report back. Coen suggested creating a FOIA Policy. She reported that she attended FOIA training workshop with Kate Buckson and it was recommended at the training that organizations adopt a FOIA Policy.

#### **Review and recommend the Personnel Handbook:**

Page 4, Fichtel pointed out a correction. Change the word appraisals to evaluations and remove the words “need-to-know” under Personnel Records/Security.

Page 6, Coen added the Assistant Director could approve overtime, if necessary.

Page 7, Coen corrected workweek to read Monday-Sunday under Payroll.

Under Salary Schedule, Coen suggested changing the date that salary increases go into effect from July to May. Parker suggested stating that rate increases would go into effect the first pay period in May at the beginning of the new fiscal year. Committee agreed.

Under Bonus Pay, Coen suggested waiting until closer to the end of the fiscal year when the board could better determine what monies would be left in the budget. Fichtel suggested changing the wording to say that the Director would ultimately decide who qualifies for bonus pay.

Coen will rephrase and re-present to the Board on Tuesday, August 19.

Page 8, Fichtel suggested changing the wording under Holiday Pay/full time. Coen agreed to adjust the wording but asked if she could just leave it as presented. Fichtel said yes. He also said he would submit his changes in writing.

Page 11, Carmichael asked about the use of the phrase Vietnam-era veteran. Coen said it could simply be changed to veteran status.

Fichtel suggested replacing the word "discharge" with something else.

Page 17, Coen recommended updating the paragraph under Use of Cellular Phones to include "while working".

Carmichael nominated Fichtel as By-Law and Policy Committee Chair. All in favor.

Page 18, Fichtel suggested removing the words "dress code" under Employee Apparel.

Page 20, Fichtel suggested revising the list of social media sites.

Coen agreed to re-visit the section on personal use of social media and statements made on behalf of the Library.

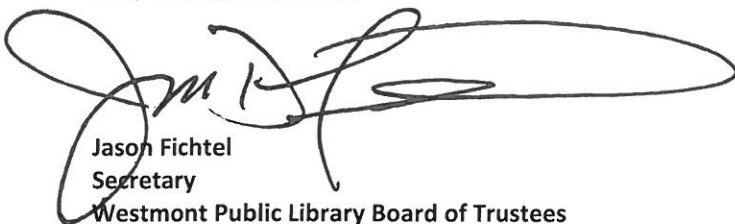
Page 23, Coen to change the sentence on vacation requests to say that they are granted in consideration of fairness to all employees, not just in the order received.

Page 34, Fichtel suggested increasing the length of time an employee must remain after receiving tuition reimbursement from six months to a year or possibly more.

Fichtel also suggested being consistent throughout the document regarding the use of "the Library" or "WPL."

Carmichael moved to adjourn at 8:05 p.m., Fichtel seconded. All in favor.

**Respectfully submitted,**



Jason Fichtel  
Secretary  
Westmont Public Library Board of Trustees