



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559  
630 969 5625  
westmontlibrary.org

Providing the community with the keys to lifelong learning.

### MINUTES OF THE BYLAWS & POLICY COMMITTEE MEETING

SEPTEMBER 19, 2017

#### 1) Call to Order

The meeting was called to order at 6:00pm by Committee Chair Heather Booth on Tuesday, September 19, 2017 at the Westmont Public Library.

#### 2) Roll Call

Present: Trustee Heather Booth, Trustee Elaine Carmichael, Vice President John Martens, and Trustee Rajesh Parikh

Also Present: President Jason Fichtel

Staff present: Director Julia Coen, Assistant Director Brittany Smith, and Administrative Assistant Theresa Barry

(Spencer Parker arrived at 6:08pm)

#### 3) Pledge of Allegiance

#### 4) Open Forum:

- a. **Board:** None
- b. **Director:** None
- c. **Staff:** None

#### 5) New Business:

##### a. Review the Personnel Policy

Coen presented a draft Personnel Policy that included recommended revisions from Management Association of Illinois (MAI). Part of their review process also includes a meeting to discuss changes and answer questions. That meeting is scheduled next week. Comments and questions from the policy committee will be discussed with the MAI. The policy in its entirety was last reviewed in 2014. Updates have been made to specific sections as laws have changed.

Trustees had comments/questions about the following:

- Under the Employment at Will section it states that at-will can only be modified by an enforceable agreement. Booth inquired about this. Coen stated this refers to a contract for employment.
- Under the Introduction section it states that the Library Board has the right to amend, revise, supplement, deviate from or eliminate any of the policies. Parikh questioned using the word "deviate." It was explained that this would allow the Board to make an exception for a specific reason without changing the policy as a whole.
- Under the Introduction section Booth suggested it state, "administration will notify employees" when the personnel policy changes. Coen agreed.
- Fichtel mentioned that there are word choice and punctuation inconsistencies throughout the document. Coen will address these and other minor grammatical issues.
- Under the Equal Opportunity Employee section Booth spoke about "protected classes" and asked what would happen if the library wanted to be more generous than the law. Coen will speak to MAI about this.
- Under the Reference and Background Checks section Fichtel suggested removing the portion on consumer reports. Coen asked Parker about whether VOW used the consumer portion. Coen will follow up with MAI on this.

- Under Personnel Records section Booth asked if digital records were kept. Coen said she would add wording to explain that those were kept secure as well as hard copy files.
- Under the Holiday Pay section Martens suggested we change wording to say employees are paid for Sunday holidays if they work “at least 26 Sundays” in the previous 12 months.
- Under the Drug Free Workplace section Martens asked about the use of medical marijuana and whether anything needed to be addressed here. Coen will follow-up with MAI.
- Under the Drug Free Workplace section it states, “Employees should not, however, disclose any underlying medical condition unless specifically directed to do so.” Booth questioned this. Coen will follow up with MAI.
- Under the Breaks section Parikh suggested changing bullet 3 to read “30 minutes” instead of one-half hour.
- Under the Drug Free Workplace section Booth questioned if we need to say more about how drug testing would work. Coen will follow up with MAI.
- Under the Gifts section Delano suggested that cash gifts “of any value” may not be accepted.
- Under the Employee Apparel section Coen commented that she is going to ask MAI if we can set more specific guidelines per department.
- Under the Social Media Use Policy and Communication Systems section, Fichtel asked if we should say anything about emails and social media posts being FOIA-able. Coen will follow up with MAI.
- Under the Social Media Use Policy section Carmichael asked about posts regarding confidential library matters.
- Under the Vacation section Coen said Delano suggested using “days” instead of “weeks.”

Review of the entire policy was not complete. The committee agreed to finish the review at the regular board meeting on October 17, 2017 starting on page 25. The meeting with the Management Association of Illinois will be rescheduled after October 17.

**6) Adjournment:**

**Motion:** Elaine Carmichael moved to adjourn at 7:01pm, John Martens seconded.

**Vote:** All in favor

**Motion passed**

**Respectfully submitted,**

**Annie Delano  
Westmont Public Library  
Board of Trustees, Secretary**