



## WESTMONT PUBLIC LIBRARY

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*Providing the community with the keys to lifelong learning.*

### MINUTES OF THE POLICY COMMITTEE MEETING

JANUARY 17, 2023

#### 1) Call to Order

The meeting was called to order at 6:00 p.m. by Policy Committee Chairperson Heather Booth on Tuesday, January 17, 2023 at the Westmont Public Library.

#### 2) Roll Call

**Present:** Secretary Heather Booth, Vice President Elaine Carmichael, Trustee Beth Krotiak, Trustee Joanne O'Malley

**Also present:** President Jason Fichtel

**Absent:** None

**Staff present:** Director Julia Coen, Assistant Director Colleen Seisser

#### 3) Pledge of Allegiance

#### 4) Open Forum:

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

#### 5) New Business

##### a. Review the Personnel Handbook

###### Discussion:

- Coen talked about the proposed changes to the handbook and stated that a number of them were due to changes in the law. The handbook is not on the agenda for approval at the Board meeting this month. Based on feedback, another round of edits will be done and then staff will review. Managers and the Director worked on this update together.
- Krotiak asked about sections with law changes and if lawyers have reviewed the changes. Coen stated that the Library uses an outsourced company, HR Source, to review policies and we use their sample policies specifically when laws change.
- Booth commented that changing from using his/her to their throughout the handbook is a good change.
- Carmichael asked about using legalese and redundancy in the EEOC section. Coen explained that the legalese is needed and redundancy allows us to cover all bases.

- Booth asked about the changes to verbiage in the background checks section. Coen stated that we eliminated descriptions of practices that are no longer used. Coen reiterated that we do criminal background checks for all employees.
- Coen discussed the changes to the reference checks section and stated that there will no longer be a requirement for signed releases. The Library only verifies employment and after that, if an employee provides a reference about performance, it's not on behalf of the Library but considered a personal reference. Fichtel asked for clarification on employment verification. Coen stated we only provide employment dates, title, and if currently employed. O'Malley asked if we would know ahead of time if we were going to be a reference. Coen replied yes, usually, we will. Krotiak asked what is meant by the mention of "other references." Coen gave the example of verifying employment for a mortgage.
- Coen stated that the updates to the temporary closings would mean that employees scheduled to work will be paid for temporary emergency closures and those in positions that allow for remote work will be required to do remote work during the closure. She believes this is more fair for staff who don't qualify for remote work based on their work duties - like shelvers. Booth commented it makes sense and is a rare occurrence. Krotiak asked if it could apply to another Covid situation. Coen replied that it could apply to a similar situation like when we closed in 2020, and we did pay staff to do remote work.
- Booth asked about the proposal to eliminate Easter from the closed holiday list. Coen stated she recommended this for discussion since it is a religious holiday and with the exception of Christmas we don't close on holidays. Fichtel and Booth commented that schools don't call it Easter holiday but do have time off for spring holiday. Krotiak commented that she is OK with the change, and that everything else is open on Easter. O'Malley agrees that it makes sense to be open since we don't close for other religious holidays. Carmichael asked if we have always been closed on Easter and Coen confirmed always. Coen offered that we could offer a floating holiday that staff could use to apply for any state holiday or holidays like Easter. Coen offered to report back on Easter openings/closings for other area libraries. Carmichael commented that it will be interesting to see what other libraries are doing.
- Coen discussed the updates to the One Day Rest in Seven Act, which include an added break for shifts longer than 12 hours and a requirement to have a day of rest every 7 consecutive days, not calendar days. Carmichael asked if many staff work 12 hour shifts. Coen replied that not many but we do have a couple who have. O'Malley suggested adding that during that break staff are not to do any work related activity.
- Coen stated that the change to the resignation section is to add FT staff to the list of those requested to provide 4 weeks notice. Krotiak asked if we need to add a requirement that staff turn in technology provided by the Library on their last day. Coen said she will add that to the list.
- In the section that contains the definition of legal drugs Krotiak suggested striking "using cannabis." Fichtel wondered if that statement is meant for those who use it for medical purposes and if we would then need to keep it. Coen offered to check with HR Source on this and report back. O'Malley asked if we have Library vehicles. Coen responded no.
- In regards to sexual and workplace harassment/reasonable accommodations section, Krotiak asked why they are listed under the same heading. Booth asked if the formatting can be tweaked for the Sexual and Workplace Harassment headings. Coen replied yes.
- O'Malley asked if we should add "employee's failure to report breach of conduct rules" as a violation in the Breaches of Conduct section. Fichtel offered that we can assume it's covered in the last bullet point in the breaches of conduct section.
- Krotiak asked about making and receiving local personal calls and if we can eliminate "local." Coen affirmed that we can take out "local." Krotiak also asked about the personal use of cellphones while operating a motor vehicle section. Fichtel suggested we check with HR Source to get the latest version of the policy that's in accordance with the law. Coen replied she will check on this and follow up.
- Krotiak asked for clarification about employees being caregivers to visitors at the workplace. Coen clarified that it means you cannot be the caregiver to a visitor while you're working.

- Booth asked that we strike the jeans line in the Employee Apparel section and consider it covered in the first bullet point. Fichtel asked if we really want to say no one can have a logo on their apparel. Coen suggested we take out “logo.”
- In regards to use of library computers, O’Malley asked that employees are required to sign an attestation instead of a consent. Coen said she will make that change.
- The committee decided to pause the Personnel Handbook on page 24. Booth asked if we should call another meeting and Coen suggested the committee schedule a special meeting.

**b. Review the Collection Development Policy**

**Discussion:**

- Booth told the committee she already talked to Coen about some suggestions she had. With the Collection Development Policy it is important to be relevant now and in five years and not just respond to current situations.
- Coen stated that the changes made were to make things more succinct.
- Under criteria, Booth suggested we change “don’t have time” to “it is impractical and impossible for staff to review and read each item added to the collection.” Krotiak asked how do we know what’s factually accurate. Coen replied that we base it on reviews and authority of publishers, but also, over time things if items are no longer factually accurate they are deselected. Krotiak also asked what “local curriculum support” means. Coen replied schools.
- Carmichael asked what is intended by the term “popular medium.” Booth said it refers to reviews or mentions seen in Entertainment Weekly or celebrity book clubs rather than library specific publications and media. Fichtel added it could mean reviews or mentions in publications like New York Times or Chicago Tribune.
- Fichtel stated that he would like the “additional statements” section to be closer to the beginning of the policy. Coen replied that we can do that.
- Booth suggested a statement about the freedom to read be added to the guidelines section. Coen read a statement from the Library Bill of Rights and suggested that be added to the policy and reconsideration form.
- Booth stated that our reconsideration form is in line with ALA’s Office of Intellectual Freedom. She suggested that we add a question asking a requester how the item in question violates the policy. Booth also suggested that we ask a requester for citation of review source that supports the addition of alternative titles. Booth stated that if the taxpayer is asking the Library to undertake this work, then they should do the work too.
- Coen will review and revise the Collection Development Policy per this feedback.

**6) Adjournment:**

**Motion:** Krotiak moved to adjourn at 7:07 p.m., O’Malley seconded.

**All in favor**

**Motion passed**

**Respectfully submitted,**

**Heather Booth**

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