



WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559
630 869 6150
westmontlibrary.org

Providing the community with the keys to lifelong learning.

MINUTES OF THE POLICY COMMITTEE MEETING

JANUARY 25, 2023

1) Call to Order

The meeting was called to order at 5:05 p.m. by Policy Committee Chairperson Heather Booth on Tuesday, January 25, 2023 at the Westmont Public Library.

2) Roll Call

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

Absent: None

Staff present: Director Julia Coen

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 Collection Development Policy

Discussion: Coen stated that all edits that were discussed and agreed to at the last policy meeting were incorporated into the updated draft. Further edits that were brought up during discussion at the last meeting were also added and are in red text. Krotiak asked that we add the word "school" so that the criteria says "local school curriculum support." Booth mentioned that she asked that a general statement be added to say inquiries about gifts and donations should be directed to the Director. Concerning the Reconsideration of Library Materials form, O'Malley asked if we ever receive anonymous requests to have books removed and if we would consider those if we did. Coen stated we have not received anonymous requests and we would need someone's contact information to issue a response. Coen stated that we routinely evaluate material so if an anonymous request was submitted we would look at the material but the formal evaluation process wouldn't necessarily be followed. Booth mentioned that she requested the form ask "have you read, listened to, or watched the entire work" in place of "have you examined the entire work."

b. Review the Personnel Handbook

Discussion: Coen stated that all edits that were discussed and agreed to at the last policy meeting were incorporated into the updated draft. Further edits that were brought up during discussion at the last meeting were also added.

- Krotiak asked if “genetic information” was legally a protected status as listed in the workplace harassment section. O’Malley stated it refers to someone who is genetically predisposed to certain medical conditions. Booth stated that it meant, for example, we couldn’t deny health insurance to someone based on their genetic information.
- Coen followed up on holiday pay - all of our neighboring libraries are closed on Easter and open on Juneteenth. Booth stated in light of this, she recommends we stay closed on Easter. O’Malley, Carmichael, and Krotiak agreed.
- Coen stated that the updates to the cannabis and workplace harassment sections are based on HR Source’s updated sample policies.
- Coen stated that the motor vehicles section was updated based on Illinois Motor Vehicle Code and recommendations from our Police Chief who reviewed the motor vehicles section.
- Coen followed up on O’Malley’s suggestion that we change wording for the consent form for computer use - she recommends this is eliminated because we have an acknowledgement form at the end of the handbook that applies to all content.
- Coen stated the paid leaves of absence sections will need to be revisited again this year to address the Paid Leave for All Workers Act that was just passed and goes into effect January 1, 2024. Our personal time benefit will meet the requirements of the law as long as we offer it to the few select staff who currently don’t receive paid time off.
- Carmichael asked for clarification when we say staff receive prorated time off. Coen explained that it’s a calculation based on the amount of time a specific employee works per week.
- Booth asked about the various definitions used for “family member” throughout the different sections of the handbook. Coen said it’s based on how each law defines family members.
- Coen stated that the proposed changes to the sick leave section are based on updates to the Illinois Employee Sick Leave Act as of January 1, 2023.
- Carmichael asked for clarification on the section related to IMRF Service Credit. Coen explained that this is not a required inclusion but that she recommends it. The IMRF sick time accrual benefit would only be available to IMRF vested employees who have reached their maximum sick time limit of 450 hours at which time any sick time leave they earn would be put into their IMRF sick bank. Once they retire, their sick time would be reported as service credit with IMRF for a maximum of 240 days. Coen also explained the requirements for participation in IMRF (working more than 1,000 hours/year) and the differences between tier 1 and tier 2 in IMRF. The majority of staff are tier 2 and it takes 10 years to be vested in this tier. Based on the amount of time it takes an employee to accrue sick time and to become vested, this benefit would only benefit a very small portion of our employees who have worked at the Library for a long period of time.
- Coen stated that the proposed changes to the compassionate leave section are based on updates to the Family Bereavement Leave Act as of January 1, 2023. Carmichael asked if an employee only gets one leave under this law per year. Coen stated that in the event of the death of more than one covered family member in a 12 month period, an employee is entitled to up to 6 weeks of bereavement leave.
- Coen stated that the proposed changes to the jury duty and voting time sections are based on updated sample policies from HR Source.
- Coen stated that paid parental leave is not required by law but she recommends it. Coen stated that paid leave would not extend the 12 week FMLA period. Trustees discussed the proposed length of paid time and short term disability through IMRF. Krotiak and Booth mentioned that having this policy would potentially help with recruitment and retention of employees.
- Carmichael asked that we make number 6 in the Military Family Leave section number 8.
- Coen explained that the remote work section codifies the guidelines that were put in place for remote work when COVID hit. It addresses expense reimbursement for the use of devices for remote work. Voluntary use of personal devices to work remotely does not qualify for reimbursement. The Library is required to reimburse when remote work is required and Library equipment like hotspots and laptops are not available to employees and they therefore have to use their personal devices and internet. Krotiak suggested we state that remote work is a benefit closer to the beginning of this section.

- Coen stated that the expense reimbursement section addresses requirements under the Illinois Wage Payment and Collection Act. Carmichael asked if we have an expense reimbursement form that employees use when requesting reimbursement. Coen stated that we do.
- Coen stated that the travel reimbursement section was added to the handbook since employees use the handbook as their resource for all employee practices. The text is directly from our Travel Reimbursement Policy that is required per the Local Government Travel Control Expense Act. O'Malley suggested we add a statement in the automobile rental section to make it clear that employees need to obtain the lowest available rate/rental.

Coen will incorporate all these edits into a final draft to be presented to the full Board at the February meeting.

c. Discussion of the next Policy Committee meeting review

The next meeting of the Policy Committee will be held on April 18, 2023. It was agreed that the Reference Services Policy, Disposal of Surplus Property Policy, and Exhibits and Displays Policy would be reviewed.

6) Adjournment:

Motion: Carmichael moved to adjourn at 6:28 p.m., O'Malley seconded.

All in favor

Motion passed

Respectfully submitted,

Heather Booth

Westmont Public Library Board of Trustees, Secretary