

APPROVED

HELEN M. PLUM MEMORIAL PUBLIC LIBRARY DISTRICT
411 S. Main St. • Lombard, IL 60148

POLICY AND BYLAWS COMMITTEE MEETING MINUTES

November 7, 2023
4:30 p.m.
Staff Conference Room

- I. Call to order
 - a. Chair Julie Kowalski-Schmidt called the meeting of the Policy and Bylaws Committee to order at 4:30 p.m. in the Staff Conference Room of the Helen Plum Library.
- II. Pledge of Allegiance
 - a. All present recited the Pledge of Allegiance.
- III. Roll call, recording both present and absent members
 - a. Present: Chair Julie Kowalski-Schmidt, Vice President Sue Wiggins, Trustee Ginger Kearney
 - b. Absent: none
 - c. Staff present: Interim Executive Director Anne Luzeniecki, Executive Assistant Sara Plasman
- IV. Public Comment
 - a. No public comment.
- V. ACTION ITEM: Adoption of the Agenda
 - a. VP Sue Wiggins moved to adopt agenda and it was seconded by Chair Kowalski-Schmidt. All ayes, no nays. Motion carried.
- VI. Review of policies:
 - a. P-2 Classification of Employees
 - i. Added reference to Illinois Paid for All Workers Act
 - ii. Expanded language around benefits
 - b. P-3 Salaries and Wages
 - i. Added that “a compensation benchmark should be conducted every three to five years.”
 - c. P-8 Holidays
 - d. P-11 Serious Illness or Death in Family
 - i. Added the Illinois Child Extended Bereavement Leave Act
 - e. P-29 Discipline
 - i. Deleted some organizational terms that are no longer being used

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- f. P-30 Grievance
 - i. Added the definition of what a “grievance” is.
 - ii. Reduced grievance steps from 4 steps to 3 steps.
 - g. P-32 Blood and Organ Donation Leave
 - i. This is a new policy.
- VII. Referral for action to the Board of Trustees
- a. VP Wiggins moved to refer the above policies for approval by the Board of Trustees. Trustee Kearney seconded. All ayes, no nays. Motion carried.
- VIII. Adjournment: 4:48 p.m.

Notes taken by Sara Plasman.

Approved: _____

Julie Kowalski-Schmidt
Board Secretary