

APPROVED

HELEN M. PLUM MEMORIAL PUBLIC LIBRARY DISTRICT
110 West Maple St.
Lombard, IL 60148

NOTICE OF MEETING
POLICY AND BYLAWS COMMITTEE MEETING OF THE
HELEN M. PLUM MEMORIAL PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

July 8, 2020
7:00 p.m.
Adult Quiet Reading Room

- I. Call to order
 - a. The meeting of the Policy and Bylaws Committee was called to order at 7:00 p.m. in the Adult Quiet Reading 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 Pinkett-Floyd, Trustee Marshall, Trustee Wiggins
 - b. Absent: none
 - c. Staff present: Director Kruser, Claudia Krauspe
- IV. Public presentation to, or discussion with, the Board of Trustees
 - a. No public presentation.
- V. ACTION ITEM: Adoption of the Agenda
 - a. Trustee Wiggins moved to adopt agenda and it was seconded by Trustee Marshall. All ayes, no nays. Motion carried.
- VI. Renumbering of Personnel Policies
 - a. Director Kruser and Assistant Director Krauspe recommended reorganizing the order of the personnel policies. This renumbering will allow for a more sensible order for the personnel policies.
- VII. Review of policies:
 - a. P-2 Classification of Employees
 - b. P-3 Salaries and Wages
 - c. P-4 Hours of Work and Schedules
 - i. The Committee agreed to add language noting that building closures lasting longer than five days are subject to Board approval. Singular events are at the discretion of the Director.
 - d. P-6 (NEW) Retirement Plans
 - e. P-7 Vacations
 - f. P-9 Personal Time

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- i. The Committee noted that some of the language should match the eligible and non-eligible sections of other policies.
 - g. P-10 Sick Time – Paid
 - h. P-15 (NEW) Telecommuting
- VIII. Referral for action to the Board of Trustees
 - a. Trustee Wiggins moved to refer the above policies for approval by the Board of Trustees. Trustee Marshall seconded. All ayes, no nays. Motion carried.
- IX. Adjournment: 8:10 p.m.

Approved: _____

Kristin Aasmundstad Walsh
Board Secretary