

APPROVED

HELEN M. PLUM MEMORIAL PUBLIC LIBRARY DISTRICT

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

August 6, 2019
4:00 p.m.
Small Conference Room

MINUTES

- I. Call to order
 - a. The meeting of the Policy and Bylaws Committee was called to order at 4:15 p.m. in the Small Conference Room of the Helen Plum Library.
- II. Pledge of Allegiance
 - a. All present recited the Pledge of Allegiance.
- III. Roll Call
 - a. Present: Chair Pinkett-Floyd, Trustee Marshall
 - b. Absent: Wayne Kankovsky, Jerry Konrardy
 - c. Staff present: Director Kruser, Claudia Krauspe
- IV. Public Presentation or Discussion with the Committee
 - a. No public presentation.
- V. ACTION ITEM: Adoption of the Agenda
 - a. Marshall moved to adopt agenda as amended and it was seconded by Chair Pinkett-Floyd. All ayes, no nays. Motion passed.
- VI. Review of policies:
 - a. C-4 Community Involvement
 - i. Director Kruser recommended switching clauses E and F. Director Kruser also suggested rephrasing section F.
 - ii. Trustee Marshall recommended changing part of section C to the following: "the Library will pay for community memberships and for Library related activities."
 - b. P-3 Termination of Employment
 - i. Director Kruser noted that an HR attorney advised the Committee to remove the section describing layoffs and severance packages. The Committee requested more information on why it should be removed and what might be written in its place. Director Kruser will obtain a written explanation from the attorney to present at the next Board meeting.
 - ii. Trustee Marshall recommended specifying "state law" in the penultimate paragraph.
 - iii. Trustee Marshall recommended changing the second paragraph to the following: "If the employee fails to submit a letter of resignation within five working days

APPROVED

within their verbal resignation, the library will send the employee a letter confirming their resignation.” Agreed to this language change.

- c. P-5 Attendance and Schedules
 - i. Trustee Marshall recommended changing the second sentence to the following: “When an employee expects to be late, that employee’s department must be notified.”
 - ii. Trustee Marshall recommended changing the second paragraph to the following: “Illness or any other inability to report for duty should be reported as soon as possible before the employee is scheduled for work.”
- d. P-7 Illness or Death in the Family
 - i. Trustee Marshall recommended adjusting the third paragraph to include: “the Executor of the estate the Deceased, the employee will be granted up to five paid work days.”
 - ii. Trustee Marshall recommended changing the penultimate paragraph to the following: “if the employee needs more time, the employee should apply for leave of absence in accordance with policy.”
- e. P-8 Jury Duty, Court Leave and Voting
 - i. Trustee Marshall recommended changing the first paragraph to the following: “When the employee is on jury duty, the employee is expected to give as much time to regular duties at the Library as jury service will permit.”
 - ii. Trustee Marshall recommended changing part of the last paragraph to the following: “arrangements are made with the Director or the employee’s Manager prior to Election Day.”

- VII. ACTION ITEM: Referral for action to the Board of Trustees
 - a. It was moved and seconded to refer all policies for action to the Board of Trustees as amended. All ayes, no nays. Motion carried.

VIII. Adjournment: 5:10 p.m.

Approved: _____

Kristin Aasmundstad Walsh
Board Secretary