

# APPROVED

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

## POLICY AND BYLAWS COMMITTEE MEETING MINUTES

August 10, 2023  
1:00pm  
Conference Room

- I. Call to order
  - a. The meeting of the Policy and Bylaws Committee was called to order at 1:01pm in the 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: Vice President Sue Wiggins, Secretary Julie Kowalski-Schmidt, Trustee Ginger Kearney
  - b. Absent: none
  - c. Staff present: Claudia Krauspe, Sara Plasman
- IV. Public Comment
  - a. No public comment.
- V. ACTION ITEM: Adoption of the Agenda
  - a. Vice President Wiggins moved to adopt agenda and it was seconded by Trustee Kearney. All ayes, no nays. Motion carried.
- VI. Review of policies:
  - a. B-15 Fund Balances
  - b. P-7 Vacation
    - i. Vice President Wiggins asked what is considered a year. Claudia noted that employees accrue from their date of hire.
    - ii. Vice President Wiggins asked to clarify if vacation needs to be requested in advance. She noted that this is not included in the policy.
      - a. Claudia stated that we will comply with the requirements of the Illinois Paid Leave for All Workers Act. We try to accommodate employees' needs for time off, understanding that they can't always anticipate in advance.
    - iii. To summarize, Chair Kowalski-Schmidt summarized that vacation time is considered "time off" and does not need to be used for just "vacation".
    - iv. Claudia noted the difference between the approved date and effective date of November 12, 2023, to accommodate administrative updates to the payroll system and align with pay period start date.
- VII. Referral for action to the Board of Trustees

# APPROVED

- a. Vice President 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: 1:23pm

Notes taken by Sara Plasman.

Approved: \_\_\_\_\_

Julie Kowalski-Schmidt  
Board Secretary