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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

October 7, 2022
9:00 a.m.
Auditorium

- I. Call to order
 - a. The meeting of the Policy and Bylaws Committee was called to order at 9:04 a.m. in the Auditorium 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 Sue Wiggins, Vice President Ken Marshall, Trustee Kelly Simms
 - b. Absent: none
 - c. Staff present: Executive Director Claudia Krauspe, Administrative Assistant Sara Plasman
- IV. Public Comment
 - a. No public presentation.
- V. ACTION ITEM: Adoption of the Agenda
 - a. Vice President Marshall moved to adopt agenda and it was seconded by Trustee Simms. All ayes, no nays. Motion carried.
- VI. Review of policies:
 - a. Trustee Bylaws
 - i. Claudia noted that we will change the dates in the heading to say “Adopted by the Board of Trustees on March 10, 2021. Amended October 18, 2022.”
 - ii. Claudia noted that she reviewed the changes to the Trustee Bylaws with President Allison Pinkett-Floyd prior to the meeting today.
 - iii. Page 4 Advisory Committee Addition – Claudia noted that President Pinkett-Floyd wanted to add verbiage to the paragraph on Page 4, Section 11 regarding advisory committees: “And at least every two years prior to the appointment of a committee chair by the board president.” Claudia noted that we could alternatively say “And typically” instead of “At least”.
 1. Vice President Marshall inquired whether annual committee reports are legally required. Claudia checked with our legal counsel Roger Ritzman, and he confirmed this was not a legal requirement.
 2. The committee agreed to change to “A written report is typically submitted every two years by the outgoing chairperson of the committee.”
 - b. P-10.12021 Personnel - Voluntary COVID-19 Vaccination – Withdraw and archive

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- i. Claudia noted that this Policy was created under a unique set of circumstances, and we haven't used it since March 2021. Employees that have been out sick with COVID have had to use sick pay or no pay if no sick pay was available
 - ii. The Committee agreed to withdraw and archive.
 - c. P-19 Service Anniversaries and Retirement Recognition
 - i. Claudia noted that the recognition for staff anniversaries has been minimal and recognized with nominal gift cards. With these policy changes, upon each 5-year incremental anniversary, staff will receive a personal day dropped into their personal bank only to be used for the coming year, not cumulatively.
 - ii. Claudia noted that P-19 and P-20 were split up into two policies with a purpose of putting life events into two separate categories.
 - iii. Claudia asked for input from the committee on what the title should be. "Service Anniversaries and Employee Recognition" or "Service Anniversaries and Retirement Recognition." Chair Wiggins commented that the title does not include Trustees. Committee agreed to change title to "Service Anniversaries and Employee/Trustee Recognition"
 - d. P-20 Flowers, Acknowledgements, and Memorials
 - e. P-12 Parental Leave – Claudia distributed a handout of a PowerPoint that will be presented at the October 18 Board Meeting
 - i. Claudia noted that staff have been requesting Paid Parental Leave for more than 5 years. The question has also been asked during interviews. Illinois may mandate this in the next 5 years or so. Illinois State Employee Parental Leave is currently 50 days or 10 weeks.
 - ii. Chair Wiggins has voiced her concern regarding budgetary implications for offering this.
 - iii. Claudia noted that we already budget for 6-week absences which could be any number of things. It's highly unlikely that we will have 6 staff members out for any 6-week period.
 - iv. Vice President Marshall gave a hypothetical there are 10 people in a department and one employee is out on leave. If someone is out, do the other 9 people cover that workload? Claudia noted in addition to using substitutes, exempt managers may have to step up in that situation. This does not handicap us in any catastrophic way.
 - v. Claudia noted that 144 libraries were represented in the HR Source survey. Mostly Northern Illinois libraries are included.
 - vi. Vice President Marshall asked about the eligibility and how we will define "Committed partner". Claudia noted that we reserve the right to require an employee to show proof of eligibility. She does not anticipate that we will have to do this, and if we do, we will work with our HR Consultants and Attorney to verify eligibility based on the specific circumstances.
 - vii. Vice President Marshall asked about the time frame and duration, specifically do Paid Parental Leave and FMLA need to be taken concurrently. Claudia responded that it was important for Human Resources to make sure paid parental leave and FMLA align and are taken concurrently.
 - viii. Vice President Marshall asked if we should be concerned with employees attempting to take the Paid Parental Leave and then leaving their position. Claudia noted that this may happen due to different circumstances, but she does not see this happening on a regular basis.

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- ix. Vice President Marshall asked if we anticipate the scenario where an employee takes the 6 weeks of Paid Parental Leave and then wants to stay home for additional time. Claudia noted that an employee can request more time after up to 12 weeks of FMLA, but we are not required to hold their equivalent position upon their return.
 - x. Vice President Marshall inquired as to why we put “asked to provide” vs. “required to provide” a written request for Paid Parental Leave. Claudia has discomfort with using the word “required”. There has been no circumstance where we did not eagerly anticipate the life event for the employee. Language can sound punitive or collaborative, and Claudia prefers collaborative.
- VII. Referral for action to the Board of Trustees
- a. Vice President Marshall moved to refer the above policies for approval by the Board of Trustees. Trustee Simms seconded. All ayes, no nays. Motion carried.
- VIII. Adjournment: 10:05 a.m.

Notes taken by Sara Plasman.

Approved: _____

Julie Kowalski-Schmidt
Board Secretary