



# Galena Public Library DISTRICT

## POLICY COMMITTEE MEETING

June 24<sup>th</sup>, 2020

9:30 am

GALENA PUBLIC LIBRARY – MAIN FLOOR

The Policy Committee Meeting will be held in-person on the main floor of the Galena Public Library. Committee members and members of the public must wear face masks to enter the building. If there are 10 or more people attending, the meeting will be moved outside to allow for social distancing. If weather does not permit such a move, a virtual meeting will occur simultaneously to allow members of the public to attend. This information will be provided at the time of the meeting.

Public comments may be sent to Jenna Diedrich at [diedrichj@galenalibrary.org](mailto:diedrichj@galenalibrary.org) or 815-777-0200 prior to the meeting. Public comments will also be allowed at the time of the meeting – limited to 3 minutes per citizen, 15 minutes total.

### AGENDA

Members: John Cox, Dianne Allendorf, Earl Thompson, Jenna Diedrich

1. Call to order
2. Public Comments
3. Approval of May 19, 2020 minutes – p. 2-4
4. Review of Agenda
5. Discussion of tabled motion regarding role of the Board President
6. Revision of Board President's responsibilities to Bylaws – p. 5
7. Parental Leave Policy – p. 6-7
8. GPLD Rules to Maintain Safe Behavioral Practices – p. 8
9. Items to revise in Employee Handbook – p.9
10. Discussion of Ad Hoc Sub-Committee of the Whole of the Policy Committee
11. Items for next agenda
12. Adjournment

Posted on 6/20/20 by J. Diedrich at 2:00pm

## **Policy Committee Minutes-DRAFT**

May 19<sup>th</sup>, 2020

Virtual Meeting

Call to Order: 10:07 am

Earl Thompson, John Cox, Jenna Diedrich: present

Dianne Allendorf: not present

No public comments

### Discussion to proposed Bylaw changes

The proposed Bylaw changes center around including an article referring to the chain of command. In the past a verbal change of command was instituted to keep board members from overstepping onto library staff responsibilities. John Cox does believe it needs to be an added article on its own, but simply a paragraph within the responsibilities of the board president. This paragraph needs to be clear to alleviate any future confusion.

Additionally, discussion regarding what occurs when the director either or resigns or takes a leave of absence. The current employee handbook states that the senior staff will take over director responsibilities during a leave of absence. There is no explicit language about when a director resigns. Incorporating resignation into the employee handbook, rather than the bylaws is more appropriate. The employee handbook will be revised to include this at a later time.

Earl's proposed bylaw change regarding the board president's responsibilities: "The Board President facilitates board function, is the point of communication between the Board of Trustees and the Library Director and falls in the chain of command between the Board and the Director." Jenna edited this suggestion to: "The Board President is the point of communication between the Board of Trustees and the Library Director. The Library Director reports ultimately to the Board of Trustees, with the Board President facilitating communication"

John motions to add "The Board President is the point of communication between the Board of Trustees and the Library Director. The Library Director reports ultimately to the Board of Trustees, with the Board President facilitating communication" to the description of the Board President's duties as an additional paragraph to Article IV Section 3a.

Jenna seconds; John and Jenna vote "Aye;" motion passes. Earl is a non-voting member

### Discussion of Employee Vacation Policy

With the library having been closed since March 16, many staff members have unused vacation time (most of which have been working from home during the closure). It was discussed how unused vacation time should be handled once the library is open. Jenna offered 3 suggestions:

1. All vacation time from FY20 expires as of 6/30/20 as employees have not physically been into the building to work.
2. Vacation time follows the current policy (vacation time can roll over until September 30, 2020)
  - a. This creates the issue that multiple employees will take vacation between July (or when the library opens) and September, leaving the library potentially short staffed
3. Allow for FY 20 vacation time to roll over until year end of FY 21 (June 30, 2021)

Earl finds some measure of rolling it over is appropriate. Everyone has been paid their full regular hours for the entire time the library has been closed. A possibility could be that employees must use 50% of remaining vacation time before deadline of September 30, 2020 and the remaining 50% can roll over to FY21. Jenna countered that the three people with the most vacation time (herself, Rachel, and Larissa) are not going to be able to take vacation when the library opens. There will be a great deal of work upon reopening and the three senior staff members won't have the opportunity for vacation, especially with maternity leaves right around the corner.

The entire staff is currently approved their regular pay until June 30, John states that vacation time is owed to them according to the current policy. It is a contractual commitment to pay X amount of vacation time for FY20. This is a unique crisis that does not call for a situational policy change. John suggests that Jenna recommends to the full board that she will manage unused vacation time during the next fiscal year to assure employees that they have the next year to use FY 20 vacation time. Adjusting vacation time allocation that was already committed to employees, where that vacation time couldn't possibly be used. Jenna must manage the requests/time.

Jenna motions: "The board has previously approved to the staff to continue to pay staff until June 30, 2020. This includes the contractual commitment to pay x amount of vacation to all employees for FY20 Due to the current crisis we a policy change is not necessary, but we need to take into account current and future vacation time. I request the board approve FY20 vacation time to be rolled over until the end of the FY21, with employees receiving their regular FY21 vacation time as of July 1. FY20 vacation time will not be allowed to roll over into FY22. I will manage and oversee all vacation requests to be sure that rollover doesn't occur and that the library is appropriately staffed at all times."

John seconds; John and Jenna vote "Aye;" motion passes. Earl is a non-voting member.

#### Discussion on Maternity Leave

Now that vacation time is possibly going to be extended, John inquires whether a policy change for maternity leave is needed. Jenna find the current maternity leave policy outdated. It is not inclusive and does not have guidelines for eligibility, request procedure, time parameters, etc.

Earl finds it important to define a specific number of weeks for parental leave. The current policy refers leave to the Board of Directors, not the director, which needs to change. The biggest question is, will the library pay for a portion of parental leave or not?

Possible option would be to offer 2 weeks full parental leave, with vacation/sick/personal time used for the remainder of time off requested. Vacation/sick/personal or unpaid time off can be used for up to 8 weeks, which includes the first 2 weeks paid. An additional 4 weeks allowable upon request. This is similar to what other libraries in IL offer.

Jenna will create a policy based off this discussion and bring back to a later policy meeting. An attempt will be made to schedule a meeting prior to the June 8, 2020 board meeting to look over policy before making a recommendation to the entire board.

Adjournment: 11:30 am

Respectfully submitted,

Jenna Diedrich

## **Previous Recommendation of Bylaw Change**

### **Current Article IV, Section 3a:**

President The president of the Board shall preside at all meetings of the Board. The president and secretary shall sign the ordinances, resolutions and contracts of the Board. If the president or secretary is unable within the required time to sign a given document, the treasurer shall sign the document. The president is an ex-officio, non-voting member of all committees.

### **Recommended Addition to Article IV, Section 3a as its own paragraph:**

The Board President is the point of communication between the Board of Trustees and the Library Director. The Library Director reports ultimately to the Board of Trustees, with the Board President facilitating communication.

## **Current Family Emergencies & Maternity Leave policies:**

“Employees in need of family medical emergencies or maternity leave may take extra time off using their vacation and sick days, or without pay at the discretion of the Board of Trustees” (Employee Handbook, 2018, p. 13)

## **Suggested Revisions prepared by J. Diedrich:**

### **Family Emergency**

Employees in need of family medical emergencies may take extra time off using their vacation and sick days, or without pay at the discretion of the Library Director.

### **Parental Leave**

#### Eligibility

Regular full-time or part-time employees who have worked for the Library for at least 6 consecutive months are eligible for 2 weeks paid parental leave and an additional 6 weeks of leave using vacation and/or sick time following the birth or newly adopted child(ren). An additional period of 4 weeks may be requested at the discretion of the Director. This additional time will either be covered by vacation and sick time or unpaid.

The term “week” applies to the employee’s regular workweek schedule. Employees will be compensated at their current hourly rate on a biweekly basis on regularly scheduled pay dates.

#### Requesting Parental Leave

If the need for parental leave is foreseeable, the employee must submit a written leave request to the Director at least 30 days prior to the start of the leave and any documentation supporting the need for the leave. Where the need for leave is not foreseeable, the employee must submit a written leave request to the Director as soon as practical including any supporting documentation.

#### Use of Leave Time

The leave may begin no earlier than the birth or placement of the child(ren) and must begin and end within 6 months immediately following the birth or adoption. With prior approval from the Director, leave may be taken intermittently but must be taken in full week increments by prior arrangement in consideration of the needs of the Library. Unused parental leave may not be carried over to a time period following the 6 months after the birth or placement of the child(ren).

An employee will not receive more than 2 weeks of paid parental leave in a rolling 12-month period, regardless of whether more than 1 birth or adoption event occurs within that 12-month

period. Upon separation of employment, employees will not be paid for any unused paid parental leave for which they were eligible.

#### Working from Home

Working from home is a possibility for the employee requesting leave, if the responsibilities of their position allows for it (i.e., collection development, planning programs, implementing virtual programs, etc.). A work from schedule must be developed and approved by the Director prior to the start date of the leave. Working from home will only be allowable through the 8 (or 12 week leave – upon request) week leave. The primary reason for working from home is to lessen the amount of vacation or sick time used.

## **GPLD Rules to Maintain Safe Behavioral Practices**

The Galena Public Library District is firmly committed to helping protect the health and safety of our patrons and staff and to serving our community. We are closely monitoring the changing situation regarding COVID-19 and complying with Public Health guidance. GPLD has temporarily updated our Patron Code of Conduct to include Safe Behavioral Practices during this time.

These additions are for your safety and the safety of our staff. When visiting the library, everyone will need to comply with these protective measures:

- Hours of operation will change to comply with the State and Local laws to protect the safety and health of patrons and staff.
  - The library facility may be closed to the public.
  - Library service may be reduced.
  - Special hours may be set aside for at-risk populations (seniors, immunocompromised, etc.)
  - Historical Room access will be limited to two visitors and one staff member at a time. Appointments may be implemented. Historical documents are only to be touched by staff members. Viewing of archival materials will not be allowed. Microfilm is available for viewing newspapers.
- Curbside pick-up will continue during designated hours in the back-parking lot.
  - Designated hours may change and will be communicated to the public.
- All patrons/visitors and staff are required to wear appropriate face coverings upon entry to the library. Face coverings must cover the mouth and nose at all times. This requirement does not apply to children under the age of two. If individuals are unable to wear face coverings due to a medical condition, alternative accommodations will be provided.
- Appropriate social distancing of six feet is required. Directional browsing will be marked on the floor. Marked spaces will be in place and patrons are required to follow the queue when checking materials out.
- All patrons/visitors are required to use the provided hand sanitizer upon entering the library.
- The library will follow public health guidelines to potentially limit the number of people allowed inside the building at the same time. This may include limiting the amount of time people may remain in the building during a visit.
  - Seating will be appropriately spaced out, but prolonged visits will be discouraged.
  - Computer usage will be limited to one hour. Appointments may be implemented. Two desktops and two Chromebooks will be available for use.
- All in-person programming will continue to be suspended until the library is operating at full service.
- Returned materials will be quarantined for seven days. No fines will be accrued on any materials.
- Donations of materials will be only be accepted on a case-by-case basis. All donations must be quarantines for seven days.



## **Items to Revise in Employee Handbook**

### **Areas that need revision:**

1. Hours of Operation
2. Administrative Structure
3. Employment
4. Compensation, Time Records, & Pay Period
5. Performance Evaluation
6. Holidays
7. Family Emergencies & Maternity Leave (see p. 6-7 in this agenda)
8. Bereavement Leave
9. Professional Development & Tuition Assistance Program
10. Emergency Closing
11. Emergency Closing Compensation (needs to be expanded and made into its own section)
12. Conflicts of Interest
13. Harassment Policy
14. Progressive Discipline
15. Grievance Procedure
16. Employee Resignation (should be moved to Employment, #3 on this list)
17. Employee Termination (should be its own section within Employment, #3 on this list)
18. Update Appendix E: Sexual Harassment Policy
19. Add Appendix F: Performance Evaluations