

**Minutes of Policy Committee Meeting  
February 9, 2021**

**Call to Order/Roll Call**

John Cox called the meeting to order at 10:00 AM via Zoom. Also present were Dianne Allendorf and Jenna Diedrich.

**Review of Agenda**

**Citizen Comments**

**Approval of Minutes**

The motion was made and seconded to approve the minutes of the October 18 and December 33, 2020 meetings. Motion carried.

**Revision of Employee Handbook**

Jenna had presented committee members with suggested changes and items in the handbook to be reviewed. The committee worked through the 6 sections of the handbook. Several additions and revisions are being suggested, not all of which are contained in these minutes. It is noted that the current Employee Handbook revised and approved on March 6, 2018, will be revised and a March, 2021 update presented to the board of trustees for approval.

The meeting was temporarily suspended at 10:18 PM to resume at 12:00 PM.

The meeting resumed at 12:00 PM via Zoom with the same attendees present.

In Section 2, Employment Policies & Procedures, a section titled Reasonable Accommodations was added (p. 9).

In the section Non-Discrimination & Anti-Harassment, the section on Sexual Harassment, previously an appendix was added here (pp. 11 & 12).

More information and detail was added to the Whistleblower Protection Policy.

In the Employee Grievance Procedure, #3 reads "If the grievance to be filed is against the Library Director, the written statement must be sent to both the Library Director and the Board President. The Board President will call a special meeting, at the earliest and most convenient time, of the Board of Trustees to investigate and respond." Previously there was no way for employees to reach the board if the grievance was against the director. Discussion was held as to what the process would be for the Trustees to "investigate" this grievance. This can be discussed with the Board as to whether or not there need to be more added here.

Code of Conduct (p. 16) was previously titles Staff Responsibility, Behavior, and Conduct.

The Disciplinary Steps on p. 17 were called Progressive Discipline in the old handbook.

The No Smoking Policy was added on p. 18.

In Drug and Alcohol Free Workplace Policy, definitions were added for some terms (e.g. "legal drugs"). This is now its own section whereas before it was on p. 19, combined with other sections. In regard to testing, Jenna

asked if this section was needed and asked if there was language somewhere that should be included. John also questioned the need and asked committee members to think about this for the next meeting.

The Computers & Software Use section has been given a new title and now includes software which it previously did not.

Library Cards & Services combined the Employee and Patron sections of the old handbook.

On p. 21, the Exposure Control Plan is new. Because we have less than 50 employees, the statute regarding blood borne pathogens is not needed.

The Identity Protection Policy (p. 21) which should have been included in the previous handbook but was not.

The Review of Personnel Records (p. 25) has been expanded from the previous handbook.

On p. 26, the 4<sup>th</sup> paragraph regarding exit interviews has been added to Termination of Employment.

### Section 3: Employment, Wage & Salary Administration

Jenna asked if the committee would like to add something regarding criminal background checks. John will look into possible language for this.

The Work Breaks & Meals chart was revised (p. 28).

The Paychecks information was broadened.

Payroll Deductions section was added and IMRF information was added to the Payroll Deductions section.

Performance Evaluations section was added as it had never been completely explained previously.

### Section 4: Time Off

The Vacation time Chart was left as it is, but it was suggested that HR look at possibly making it accrual based.

The hours are odd for some employees, but it works at this time.

Sick Leave was discussed.

In regard to Holidays, if a holiday falls on a Sunday, the Handbook currently reads that full-time employees can take another day off. This will be changed so that all staff will get the Monday following the holiday off. The language regarding the employee being able to take another Friday off within 90 days if they work Good Friday was removed.

The Parental Leave Policy was added as it was previously passed by the board.

Jury Duty was discussed. The old policy says an employee would have to return to work if they were dismissed before their shift was over. As the hours would already be covered, it was changed that the employee would not have to return to work.

We are not required to follow the Family and Medical Leave Act as we have less than 50 employees, and therefore we do not have to provide the information. The committee felt that if we do it we should provide the information. This will be discussed with the full board.

### Section 5: Employee Benefits

The committee discussed Remote Work in terms of does the library provide equipment or is it provided.

Currently employees use their own equipment. Jenna said that connecting to the library server does not always work from home. There is a way to do it without using library Wi-Fi, but the efficiency would depend on the speed of the internet employees have at home. Jenna said she checks out a hot spot for home use.

The committee discussed checking with Andy on the cost of 3 laptops that could be provided to staff, and John suggested we purchase more hot spots.

## Section 6: Training & Development

Under receiving reimbursement for tuition, #1 was changed to read "Notify the Library Director of their intent to participate in an ALA accredited program".

The committee also discussed requiring an employee to work for a given time after receiving tuition reimbursement and/or being required to pay back tuition if they leave before a given time. Jenna will look for language regarding this.

Reimbursement Policy, first sentence, was changed to read "Employees will be reimbursed for properly submitted **and approved** out of pocket expenses...". The first sentence of the second paragraph was changed to read "Employees will not be reimbursed for any **sales** tax paid."

## Appendices

The key number was taken off the Key Release Form as the keys are not numbered.

The statute was added to the Confidentiality of Library Records Form.

## Items for the Next Agenda

The committee will meet on February 22 at 10:00 AM at the library.

The meeting was adjourned at 1:10 PM.

Respectfully submitted,

Dianne Allendorf

Recorder