



Galena Public Library

DISTRICT

POLICY COMMITTEE MEETING

July 3rd, 2020

9:30 am

GALENA PUBLIC LIBRARY – MAIN FLOOR

CANCELLED

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 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 June 24th, 2020 minutes p. 2-5
4. Review of Agenda
5. Discussion and recommendations for the Ad Hoc Sub-Committee of the Whole
6. Discussion of how to fill director's position during an emergency or a resignation
7. Items for next agenda
8. Adjournment

Posted on 6/30/20 by J. Diedrich at 2:45pm

Policy Committee Meeting Minutes-DRAFT
June 24, 2020

Call to Order

The meeting was called to order at the library at 9:30 AM with John Cox, Dianne Allendorf, and Jenna Diedrich present.

Public Comments

Minutes

The motion was made and seconded to approve the May 19, 2020 minutes with the following corrections:

- (1) p. 1, line 3 of Discussion to proposed Bylaw changes should read “John Cox does **not** believe...”; (2) in the second paragraph of that discussion, the first line should have the word **or** removed, “Additionally, discussion regarding what occurs when the director either **or** resigns...”; and (3) in Discussion on Maternity Leave, the second line should read “Jenna finds the current maternity leave policy outdated.” Motion carried.

Review of Agenda

Discussion of tabled motion regarding role of the Board President

John says he should not have seconded the motion tabled at the last regular board meeting regarding the president being in charge until and interim director could be appointed as it was inconsistent with what had been discussed at the previous Policy Committee meeting. The recommendation to the board from the committee still stands as what was presented as the original addition to Article IV which did not include that language.

Committee members agreed that the current language as to chain of command in the Employee Handbook is not enough, but there is disagreement as to what should be included. John and Dianne feel that there should be someone designated by name or position to fill in during an emergency absence of the director until and interim can be appointed and so everyone knows instantaneously who is in charge. Jenna feels there are lots of issues to consider before making that decision and was given time to consider how she would like to see this handled. She will come to the next Policy meeting with her ideas before anything is taken to the full board. Items of discussion included: (1) Do you go by years of experience, which would be Rachel, or the senior staff member who would be Steve? (2) Jenna does not feel it should be someone from the board as they don't have the experience to run the library, and staff would not be pleased with that choice. (3) If the person appointed was from the staff, would they receive additional pay and hours? (4) The person could be designated by name or by title (e.g. Assistant Director). Could there be someone designated as Assistant Director with the understanding the position would be in name only unless as emergency situation arose. (5) As Jenna stated, a resignation is different from an emergency. She feels an interim could have been named at the meeting when Nita's resignation was accepted. This might not be possible in an emergency. (6) Any decision made could be amended at any time with staff changes, etc.

Dianne stated that she did not feel it was the board's intention that if the President was appointed to fill the position, he/she would be in the library running the day to day operations but would be there should an emergency decision need to be made. The committee agreed that the board is not qualified for the day to day operation of the library.

Revision of Board President's responsibilities to Bylaws

This item was covered by the previous discussion.

Parental Leave Policy

Jenna would like to see the section Working from Home added as Larissa and Rachel have been able to work about 75% of their hours from home during the pandemic closure, so she feels this could also be the case with maternity leave. Dianne questioned the equity of adding this in terms of what would happen if someone like a clerk couldn't do their job from home. Jenna stated it might be possible for a clerk to do some projects from home, but John said it should be related to their regular duties not projects created for them to do from home. The hours worked at home and for which they were paid would be at the director's discretion so Jenna would have control of how it worked.

Other changes included the addition of the word **home** in the second sentence of Working from Home, "A work from **home** schedule must be developed..." and deletion of the last sentence "The primary reason for working from home is to lessen the amount of vacation or sick time used."

John reminded the committee that the Employee Handbook is a contract with the employees, and thus the current employees need to agree to changes that would be made. The motion was made and seconded that Jenna present the changes to the staff for approval before the next board meeting. Motion carried.

GPLD Rules to Maintain Safe Behavioral Practices

The motion was made and seconded to approve the practices with the first two sentences changed to read as follows: "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 during the COVID-19 pandemic. We are closely monitoring the changing situation and complying with Public Health guidance." Motion carried.

In discussion, Jenna stated that taking patrons' temperatures would require 2 extra people, one at each door, and would not be practical.

Items to revise in Employee Handbook

Jenna presented the following list of needed revisions:

1. Hours of Operation
2. Administrative Structure
3. Employment
4. Compensation, Time Records, and Pay Period
5. Performance Evaluation
6. Holidays

7. Family Emergencies & Maternity Leave
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 list)
17. Employee Termination (should be its own section within Employment, #3 on list)
18. Update Appendix E: Sexual Harassment Policy
19. Add Appendix F: Performance Evaluations

Discussion of the Handbook moved on into Agenda item #10, **Discussion of Ad Hoc Sub-Committee of the Whole of the Policy Committee.**

John recommended that the whole board be involved in looking at not only the Handbook but Policies that need to be addressed. The board could be divided up and groups given sections to deal with and bring back to the full board. He also suggested that Jenna chair the sub-committees as she will need to have input in all areas. The process will be long and involved, but Jenna feels she can be available in person or via Zoom even during her maternity leave which will begin around mid-September.

Jenna is already working on Performance Evaluations based on position, not using just one evaluation for all. She also suggested that we make a Policy Manual that contains all policies in an easy to access form of some kind.

The motion was made and seconded to form an Ad Hoc Sub-Committee of the Whole of the Policy Committee

to review, revise, and create additions as needed to the Employee Handbook and other structural legal documents. Motion carried.

Jenna will think about how to best approach this task and bring recommendations to the next Policy Committee meeting.

Items for next agenda

Jenna's recommendations for the Ad Hoc Sub-Committee and how to fill the director's position during an emergency or a resignation will be on the next agenda.

Adjournment

The meeting adjourned at 10:35 AM.

The committee will meet at 9:30 AM on June 30th at the library.

Respectfully submitted,

Dianne Allendorf
Secretary