

## **Policy Committee Minutes**

**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 not 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 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 finds 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