DANVILLE PUBLIC LIBRARY

POLICY COMMITTEE

MINUTES

Chairperson Stacey Morgeson called the bimonthly meeting of the Policy Committee to order at 4:01 p.m., Tuesday, July 11, 2023, held in the Second Floor Conference Room of the Danville Public Library.

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| Members Present  Stacey Morgeson, Chair  Jane Andrews  Mary Reik  Mark Denman- Ex Officio |  | Members Absent  Others |  | Staff Present  Jennifer Hess/Exec Director  Johnson Flanagan/Director of Operations  Ruey Sandusky/Admin Department |

**Amend or Approve the Agenda:**

Mary made the motion to approve as presented, Jane seconded and it passed unanimously.

**Amend or Approve the Minutes:**

Jane made the motion to approve as presented, Mary seconded and it passed unanimously.

**New Business**

* **ACTION ITEM:** Policy 3210 Hours of Operations

Recommendation to update the hours to reflect the current ones in use.

Mary made the motion to approve, Jane seconded and it passed unanimously.

* **ACTION ITEM:** Policy 5133 Compensatory Time

Add a policy for compensatory time rather than overtime pay in accordance with Illinois labor law.This would allow us to allow staff to work overtime during big events without overspending in payroll. Mark requested adding a line that Jennifer needed to be notified if an employee would be allowed to work over 40 hours.

Jane made the motion to approve as amended, Mary seconded and it passed unanimously.

* **ACTION ITEM:** Policy 5340 Vacation Leave

Recommendation to remove part time employees from this policy, as they will need a paid time off policy of their own due to the law that goes into effect in January 2024.

Mary made the motion to approve, Jane seconded and it passed unanimously.

* **ACTION ITEM:** Policy 5344 Paid Time Off

Recommendation to add a new paid time off policy for part time employees to be compliant with the Mandatory Time Off for All law that goes into effect January 2024. This policy exceeds the minimum requirements of the State law.

Jane made the motion to approve, Mary seconded and it passed unanimously.

* **ACTION ITEM:** Policy 5410 Paid Holidays

Recommendation to correct the paid holiday list and remove some outdated policy points. To make it fair for all employees, we would like to discontinue the half day policy. Now that we use ADP it will make things easier to manage if the floating holidays expire yearly rather than 30 days from issue.

Jane made the motion to approve, Mary seconded and it passed unanimously.

* **ACTION ITEM:** Policy 5411 Emergency Closings

Recommendation to revisethe emergency closing policy we already have and adds the staff payment protocol. We currently use this protocol for emergencies, but realized it was not in written policy**.**

Mary made the motion to approve, Jane seconded and it passed unanimously.

* **ACTION ITEM:** Policy 5530 Staff Meetings

Recommend the addition of this policy for our Staff Training Days. This is the current working protocol we use but noticed it was not in written policy.

Jane made the motion to approve, Mary seconded and it passed unanimously.

**Old Business**

The Committee’s next meeting will be held on Tuesday, September 5, 2023, 4:00 p.m., in the Second Floor Conference Room.

There being no further business to come before the Policy Committee Chairperson, Stacey Morgeson adjourned the meeting at 4:39 p.m.