

DANVILLE PUBLIC LIBRARY
POLICY COMMITTEE
MINUTES

Chairperson Stacey Morgeson called the bimonthly meeting of the Policy Committee to order at 3:59 p.m., Tuesday, September 5, 2023, held in the Garman Room of the Danville Public Library.

Members Present

Stacey Morgeson, Chair
Jane Andrews
Mary Reik
Mark Denman- Ex Officio

Members Absent

Sharda Pascal

Others

Staff Present

Jennifer Hess/Exec Director
Johnson Flanagan/Director of Operations
Brooke Kuchefski, Director of Community Relations
Ruey Sandusky/Admin Department

Amend or Approve the Agenda:

Jennifer requested the last three action items be tabled until the Executive Committee had a chance to discuss them.

Jane made the motion to approve as amended, Mary 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: Organizational Chart

Recommendation: That the Staff Organizational Chart be revised to reflect current chain of command practices. The Committee liked the chart for the most part but thought a couple places were confusing and suggested edits.

Mary made a motion to pass the policy to the board as amended, Jane seconded and it passed unanimously.

ACTION ITEM: Policy XXXX Telecommuting Policy

Telecommuting started being allowed during covid lockdown and it still happens for special projects occasionally. Since we do not have any policy that addresses it, we would like to put one in place. This policy is adapted from ALA's website. It would not affect employees with ADA accommodations. The policy also includes a formal agreement to be signed.

Jane made a motion to pass the policy to the board as presented, Mary seconded and it passed unanimously.

ACTION ITEM: Policy XXXX Volunteer Policy

Our number of volunteers has increased due to special community event and we need a policy to help things be uniform and allow for proper training. This policy is adapted from one Johnson created for a different organization. A background check for volunteers would be required if they will be working with individuals under the age of 18.

Mary made a motion to pass the policy to the board as amended, Jane seconded and it passed unanimously.

ACTION ITEM: Policy 5855 Corrective Action

Annie Monyok created this new policy for us. The 6 step plan we have right now is difficult and we wanted to not only simplify it, but also make it more of a collaboration than a disciplinary action. It also includes a very list of specific offences that result in immediate termination. Annie also included the forms to fill out during the procedure. She also included a list of behaviors that are reasonable suspicion to ask for a drug or alcohol test.

Jane made a motion to pass the policy to the board as presented, Mary seconded and it passed unanimously.

ACTION ITEM: Policy 5130 Working Hours

This action item was tabled until the Executive Committee has a chance to review it.

ACTION ITEM: Policy 5135 Meal Period/Breaks

This action was tabled because it is contingent on Policy 5130.

ACTION ITEM: Policy 5215 Employee Classifications

This action was tabled because it is contingent on Policy 5130.

Old Business

The Committee's next meeting will be held on Tuesday, November 7, 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 4:28 p.m.