



Special Meeting of the Board of Trustees
Personnel & Policy Committees
Virtual Platform via Zoom
Sandwich Public Library District
Friday, January 15th, 2021 at 2:00PM

AGENDA

The Sandwich Public Library District Board of Trustees will hold a virtual meeting to perform essential business. Below are links to connect or call into the meeting. This meeting will be recorded.

Connect via Webinar:

<https://us02web.zoom.us/j/86336222459?pwd=c0N4Q3F0ZXNXyIRpcWJpaW5IT3BQZz09>

Meeting ID: 863 3622 2459

Passcode: 773754

Connect via Phone:

Phone: +1 312 626 6799 US (Chicago)

Meeting ID: 863 3622 2459

Passcode: 773754

In lieu of in-person public comments, participants can submit written questions or statements ahead of time to the Director at posingerb@sandwichpld.org. These will be read aloud by the Director during the public comment portion of the meeting. Participants will also be able to submit questions or comments via the chat or Q&A functionality of the Zoom meeting software.

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- I. Call to Order/Roll Call
 - II. Additions/Deletions/Changes to Agenda
 - III. Public Comment
 - IV. Old Business
 - a. Approval of Minutes: Personnel & Policy Special Board Meeting: October 16th, 2020
 - b. Discussion and edit of Personnel Policy
 - V. New Business
 - VI. Adjournment

All Items on the agenda are potential action items.

Special Meeting of Personnel & Policy Committees

Sandwich Public Library District
925 S. Main Street – Sandwich, IL 60548
Friday, October 16, 2020 @ 2 PM

- I. **Call to Order/Roll Call** – The meeting was called to order by Ruth Fish, Chairman of the Personnel Committee at 2:00 PM. Attendees: Denise Curran, Jen Penn, Ruth Fish, Jane Wolf, Board President, Barb Posinger, Library Director. Nancy Sanders at 2:08 PM

- II. **Addition/Deletions/Changes to Agenda** – None.

- III. **Public Comment** – None.

- IV. **Old Business** –
 - a.) **Approval of minutes** – Denise Curran made a motion to approve the minutes of the Special meeting of Personnel and Policy Committees on October 8, 2020. It was seconded by Jennifer Penn, approved via voice vote.
 - b.) **Discussion and Editing of Personnel Policy** – We worked on the sections of Personal Hygiene, Acceptable Attire, Unacceptable Attire. There have been many changes in these sections and several line items will be combined. Barb will make the changes and then forward the changed/updated policy to us.
Updates of new revisions – Rewrote the Sexual Harassment section, Internal Complaints, and Personal Hygiene.

- V. **New Business** –
 - a.) Next special meeting will be held on Thursday, October 29, 2020 at 2 PM and we will meet for an hour and a half.

- VI. **Adjournment** – A motion was made at 3:05 PM by Jennifer Penn and seconded by Denise Curran to adjourn. Motion carried viva voce vote.

Submitted by:
Ruth Fish, Chairman of Personnel Committee

