

Special Meeting of Personnel & Policy Committees

Sandwich Public Library District
925 S. Main Street – Sandwich, IL 60548
Friday, January 15, 2021 @ 2:00 PM

- I. **Call to Order/Roll Call** – The meeting was called to order by Ruth Fish, Chairman of Personnel Committee at 2:00 PM. Attendees: Nancy Sanders, Jane Wolf, Ruth Fish, Barb Posinger, Library Director, Denise Curran at 2:03 PM. Jenn Penn absent.
- II. **Additions/Deletions/Changes to Agenda** – None
- III. **Public Comment** – None
- IV. **Old Business**
 - a. **Approval of Minutes:** Ruth Fish made a motion and Nancy Sanders seconded the motion to approve the minutes of the special meeting of the Personnel and Policy Committees on October 16, 2020. The minutes were approved.
 - b. **Discussion and edit of Personnel Policy:** Barb Posinger has been refining the Personnel Policy. She took us step by step through the policy. The following items were approved: Purpose of Policy, Personnel Policy Revisions, Mission & Vision Statement, Acknowledgement & Disclaimer, Freedom of Information Act (FIOA), A section of Patron Requests, Patron Information, Patron Confidentiality, Confidential Information – Personnel Record, Ethics & Standards, Identity Protection, Employment of Staff Relatives & Trustee’s Relatives, Full & Part Time Status, Organization Overview & Librarian-in-charge (the Director section will change some wording), Job Description, General Job/Position Descriptions, Standards of Performance, Volunteers.
- V. **New Business** – Our next special meeting of Personnel & Policy Committee will be held on Friday, January 22, 2021 at 2:00 PM.
- VI. **Adjournment** – Motion was made by Denise Curran and seconded by Nancy Sanders to adjourn at 2:53 PM. Motion carried by viva voce vote.

Submitted by:
Ruth Fish, Personnel Chairman

