

## Special Meeting of Personnel & Policy Committees

Sandwich Public Library District  
925 S. Main Street – Sandwich, IL 60548  
Friday, January 22, 2021 at 2:00 PM  
Virtual Platform via Zoom

- I. **Call to Order/Roll Call** – The meeting was called to order by Ruth Fish, Chairman of Personnel Committee at 2:09 PM. Attendees: Denise Curran, Jane Wolf, Ruth Fish, Barb Posinger, Library Director. Nancy Sanders @ 2:17 PM. Jenn Penn absent.
- II. **Additions/Deletions/Changes to Agenda** – addition to New Business a. next meeting.
- III. **Public Comment** – None
- IV. **Old Business**
  - a.) **Approval of Minutes** – Ruth Fish made a motion and Denise Curran seconded the motion to approve the minutes of the Special Meeting of the Personnel & Policy Committee on January 15, 2021. Via voice vote minutes were approved.
  - b.) **Discussion and edit of Personnel Policy** – Meeting was turned over to Barb Posinger and we went step by step through the policy. Update on Prevailing Wage will be deleted, it did not apply to the library. ~~The following items were approved~~ **Completed sections:** dress & Appearance, Personal Hygiene, Attire, Breaks, Punctuality and Attendance, Workplace Communication, Wages & Wage Increase (To build a salary schedule, the Board sets and approves the range and the Director decides), Work Week and Pay Periods, Timesheets, Holiday Compensation, Full-time Holiday Schedule Conflict Resolution, Performance Reviews, Approval of leave & Time-off Request Form, Emergency Closings, Closed for Temporary Emergency.  
**Tabled until the rest of this policy is complete. Research more and bring back for review later.** Family & Medical Leave (FMLA), Maternity/Parental Leave.
- V. **New Business**
  - a.) **Next Meeting** – Our next special meeting of Personnel & Policy Committees will be on Wednesday, February 3, 2021 at 1 PM via Zoom.
- VI. **Adjournment** – A motion was made by Nancy Sanders and seconded by ~~Jane Wolf~~ **Ruth Fish** **seconded.** to adjourn at 3:06 PM. Motion carried via voice vote.

Submitted by:

Ruth Fish, Personnel Chairman