

## **Special Meeting of Personnel & Policy Committees**

Sandwich Public Library District  
925 S Main Street – Sandwich, IL 60548  
Wednesday, February 3, 2021 @ 1 PM

- I. **Call to Order/Roll Call:** The meeting was called to order by Ruth Fish, Chairman of Personnel Committee at 1 PM. Attendees: Nancy Sanders, Jennifer Penn, Ruth Fish, Jane Wolf, Board President, Barb Posinger, Library Director, Denise Curran @ 1:06 PM.
- II. **Addition/Deletions/Changes to Agenda** – None
- III. **Public Comment** – None
- IV. **Old Business** –
  - a.) **Approval of Minutes** – A motion was made by Nancy Sanders and seconded by Ruth fish to approve the minutes of January 22, 2021. There was a comment made about some of the wording, so it was decided to correct the wording and table the minutes until next meeting.
  - b.) **Discussion and Edit of Personnel Policy** – Meeting was turned over to Barb Posinger to continue review of the Personnel Policy. Barb stated she would like a little extra time at the end to discuss the FMLA/FFRCA Policy.

Parental leave will be researched more. Tabled at this time.  
Unpaid Leave of Absence was tabled at this time.  
Unauthorized absence – Barb will research this topic more. Tabled at this time.  
Completed sections – Accidents, First Aid, Unsafe Working Conditions, Smoke Free Illinois, Open Door, Anti-Harassment, Anti-Discrimination, Anti-Violence, Borrowing Privileges, Professional Development and Professional Membership.  
Complaint Process will be reviewed and put with employee grievances (merge the two).
- V. **New Business** –
  - a.) **Temporary COVID-19 Paid Leave Policy FMLA/FFRCA** – (Families First Coronavirus Response Act) – Barb explained this to us. It will offer extension until June 30, 2021 and then we can reevaluation in June. Barb will bring this to the Board at our February Board meeting.

A question about how this is to be covered was raised. Barb will check with Bill NewKirk about this.

b.) Next meeting – Our next Special Meeting of Personnel & Policy Committees will be on Wednesday, February 17, 2021 at 1 PM via Zoom.

**VI. Adjournment** – A motion was made by Jennifer Penn and seconded by Ruth Fish to adjourn at 2:25 PM. Motion was carried via voice vote.

Submitted by  
Ruth Fish, Personnel Chairman