

Special Meeting of Personnel & Policy Committees

Sandwich Public Library District
925 S. Main Street – Sandwich, IL 60548
Wednesday, February 17, 2021 @ 1 PM
Virtual Platform via Zoom

- I. **Call to Order/Roll Call** – The meeting was called to order at 1 PM by Ruth Fish.
Attendees: Nancy Sanders, Jen Penn, Ruth Fish, Jane Wolf, Board President and Barb Posinger, Library Director. Excused: Denise Curran.

- II. **Additions/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 the January 22, 2021, Special Meeting of the Personnel and Policy Committees. Roll Call vote: Nancy Sanders, Ruth Fish and Jen Penn. Aye 3 Nay 0

 - b.) **Approval of minutes** – A motion was made by Jen Penn and seconded by Nancy Sanders to approve the minutes of the February 3, 2021, Special Meeting of the Personnel and Policy Committees. Roll Call vote: Nancy Sanders, Jen Penn and Ruth Fish. Aye 3 Nay 0

 - c.) **Discussion and edit of Personnel Policy** – Barb Posinger continued with the review of the Personnel Policy:

Completed sections are: Grievance/complaint, Staff Meeting, Staff Library Card (edit and completed), Borrowing Privileges (edit and completed), Travel & Expenses (edit and completed)

Will create a travel expense form and add to Appendix.

Volunteers (add Application forms to Appendix) & create a Volunteer Acknowledgment Letter.

Social Media will add to Appendix.

Merge Unauthorized Absence with Punctuality and Attendance section.

Merge Retirement with Termination, Resignation section. Include Letter of Intent.

Delete Military Leave.

Tabled sections (to explore further): FMLA, Unpaid Leave of Absence, Remote Work, Overtime.

Barb's plan is to meet one more time for final review. Then present the Personnel Policy to the Board at the March meeting. Will meet at a later date to address the items that have been tabled.

V. **New Business** –

a.) Schedule next meeting – Our next Special Meeting of Personnel and Policy Committees will be on Wednesday, February 24, 2021 at 1 PM via Zoom.

VI. **Adjournment** – A motion was made by Nancy Sanders and seconded by Jen Penn to adjourn the meeting at 2:29 PM. Motion carried.

Submitted by
Ruth Fish, Personnel Chairman