



Policy and Ad-Hoc Employee Handbook Review Committee

Wednesday, October 7, 2009

6:00pm

Storytime Room, Library Lower Level

Minutes

The meeting was called to order by chair Johanna Delaney at 6:10 pm

Attending: Chair Johanna Delaney, Trustee Pete DeHaan, Trustee Jan Letts, Executive Director Lynn Elam, Adult Services and Reference Manager Michaela Haberkern

Employee Handbook Review

Executive Director Elam was asked which areas of the handbook needed specific revisions and updates. Elam replied that the Family Medical Leave and Victims of Domestic Violence Employment Leave Acts as well as employee reimbursement policies needed to be updated.

The Ad-Hoc Committee reviewed and discussed proposals provided by Management Association of Illinois (MAI) and Sikich to revise and update the Library's Employee Handbook.

Elam also noted that Sue Pasetti from Metropolitan Library System had offered to review the handbook as part of system services.

The Committee asked if samples of library employee handbooks could be obtained for review. Elam replied that she had requested some from nearby libraries but that libraries seemed reluctant to share this information.

Trustee DeHaan asked if various software applications and dashboard tools were available for the Library industry.

Chair Delaney noted that the Flex-time policy needed to be incorporated into the revised handbook.

The committee discussed the need for updating the Library's evaluation instruments and job descriptions. Trustee DeHaan suggested that a proof of concept be requested from each vendor.

Elam was asked to request references from MAI and Sikich for the next meeting.

Trustee Letts was excused from the meeting at 8:10pm

Bylaws Review

The Committee performed a final review of the draft bylaws document. Changes suggested by Vice-President Finlay were incorporated into the bylaws and approved by the Committee.

The Committee discussed the bonding and insurance coverage of the Library's Officers. Chair Delaney questioned the validity of Article 6 Section 3 and requested additional information about coverage.

Elam was directed to prepare the document for inclusion into the next Board of Trustees packet for approval at the October monthly meeting.

Public Officials Liability Coverage/IRMA

The Committee was presented with the coverage document under IRMA as requested by Chair Delaney. Following discussion, Delaney instructed Elam to include the document into the next board packet for purposes of review by all trustees.

There being no further business before the Committee, the meeting was adjourned at 8:40pm.

The next meeting of the Ad-Hoc Employee Handbook Review Committee is scheduled for Thursday, October 22 at 6:00pm in the Library.