



Policy and Ad-Hoc Employee Handbook Review Committee

Thursday, October 22, 2009

6:00pm

Storytime Room, Library Lower Level

Minutes

The meeting was called to order by chair Johanna Delaney at 6:15 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 discussed the results of reference inquiries made for Management Association of Illinois (MAI) and Sikich as part of the committee's review of vendors.

Elam reported that Sikich had not done work with public libraries in this capacity, but MAI had provided four references for review. Elam spoke with each one and was given positive feedback from each.

During committee review of the proposal, Chair Delaney reiterated the summary of provided services.

Trustee Letts remarked that the legal review component of the MAI proposal offered more value than the Sikich proposal and recommended that the Library accept the offer.

Letts asked how the Library would pay for the review. Elam replied that the payment would be split between legal and planning expenses in the operating budget.

At 6:30pm Elam was called out of the meeting to answer a phone call.

Elam returned to the meeting at 6:35pm.

The committee discussed the merits of joining MAI and the accompanying member discount for services. Following discussion, the committee directed Elam to pursue membership on behalf of the Library and to accept the proposal to review the Library's Handbook.

The committee asked that Elam begin working with MAI and to bring back the checklist of review items for the next meeting.

There being no further business before the committee, the meeting was adjourned at 6:55pm

The next meeting is scheduled for Wednesday, November 18, 2009 at 6:00pm in the Library.