



**MINUTES OF THE LA GRANGE PUBLIC LIBRARY
POLICIES AND SERVICES MEETING**

March 19, 2021

PRESENT REMOTELY: Katie Allan, Elizabeth Crewe, Joyce Hagen-McIntosh, Tom Krueger

ABSENT: None

STAFF: Charity Gallardo

VISITORS: None

Meeting called to order by Allan at 9:04am.

PUBLIC COMMENTS ON THE AGENDA: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Overview of Personnel Policy Reorganization Project

Executive Director Gallardo explained her goals for the personnel policy reorganization project are to fill in gaps, improve clarity, ensure it is easy to find relevant policies, empower employees to be familiar with policies affecting their employment, reflect the library's current culture, and to address liability concerns. She has used policies from the Northbrook and Skokie public libraries as models as both libraries' policies were recently updated in 2020. With many individual policies, things get lost, so she has tried to combine related policies and cut unnecessary language whenever possible. She hopes to complete the reorganization process by the end of 2021.

Employee Benefits Policy

The revised policy features an expanded description of Worker's Compensation Insurance benefits and the associated terms. Trustees commented on the importance of a clear and firm policy on this topic in order to outline expectations and prevent abuse. Krueger recommended checking with the library's counsel to make sure the language is suitable. Mention of the Employee Assistance Program benefit was also added.

This revision also grants one paid personal day per year to part-time employees.

Training and Development Policy

Hagen-McIntosh commented that tuition reimbursement is a nice benefit to attract quality employees. While the policy permits up to \$2000 per year to be reimbursed, a \$10,000 lifetime maximum was added. Language in the professional memberships section has been updated to be less restrictive and more inclusive of all staff. Professional memberships will not be limited to traditional library organizations, which will allow for a greater range of associations.

Programs Policy

This policy was due for a thorough review as it had not been revised since 2014. Among the updates in this revision are:

- There is a more clear explanation of the factors involved in program selection, such as community needs, budget constraints, the suitability for the intended audience, and more.
- The revised policy more clearly spells out expectations for program presenters regarding business solicitation. Direct solicitations are prohibited, but presenters may leave cards or brochures.
- Language has been added to acknowledge compliance with the Americans with Disabilities Act and to note the ability to request ADA accommodations. Hagen-McIntosh asked whether similar language could be included in the newsletter; Gallardo will follow up.

Krueger suggested that program information be included in the monthly Board Reports so trustees can serve as effective community liaisons.

The Committee recommended the revised policies be presented to the Board at an upcoming regular Board meeting.

PUBLIC COMMENTS REGARDING MATTERS NOT ON THE AGENDA: None

ADJOURNMENT: Allan adjourned the meeting at 10:35am.

Respectfully submitted,

Katie Allan, Secretary