



**MINUTES OF THE LA GRANGE PUBLIC LIBRARY
BOARD OF TRUSTEES
POLICIES AND SERVICES COMMITTEE
December 10, 2019**

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

ABSENT: None

STAFF: Charity Gallardo

VISITORS: None.

Meeting called to order by Allan at 9:05am.

PUBLIC COMMENTS ON THE AGENDA: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Discussion of the Public Comment Policy

The committee discussed changes to the Non-Discrimination and Anti-Harassment Policy. Gallardo explained that the updates were based on examples from HR Source, a leading local HR consulting firm. She added that staff will be required to complete anti-harassment training on an annual basis through the library. She strongly encouraged trustees to complete training on this topic as well and mentioned the availability of online training videos.

Krueger pointed out that we have tried to avoid citing specific laws in other revised policies since those laws may change at any time. He suggested removing the mention of the laws, while Crewe suggested moving citation of the laws to the end of the document. A few additional wording additions and deletions were discussed to clarify the meaning of several phrases.

Krueger also questioned whether it was necessary to include the several sentences about the appeal process in the “Resolution Outside Library” section as more specific description runs the risk of providing incorrect information. Crewe and Allan agreed, but mentioned the need to make employees aware of their right to appeal. Gallardo will check to see if this specific language is legally required.

Discussion of the Victims’ Economic Security and Safety Act Policy

The updates to this policy were primarily changes to include victims of gender violence. Krueger also suggested some additional language to clarify the terms of leave to make the VESSA leave policy more consistent with the Library’s other leave policies.

Discussion of the Drug and Alcohol Policy

This policy was significantly revised to acknowledge the coming changes in cannabis laws, as

recreational marijuana becomes legal for Illinois adults on January 1, 2020. The policy also strives to emphasize the prohibition of drug and alcohol use in the workplace, regardless of legality, and provides more detail on the Library's drug and alcohol testing policies.

Discussion of the Emergency Closings Policy

Committee members and trustees present agreed that the library serves a vital role as a community space, especially in providing a warming and cooling space in inclement weather. There was a consensus that the library try to remain open for regular operating hours whenever possible.

It was noted that the La Grange Village Hall remained open during the extreme "polar vortex" weather this past winter and it was suggested that the decision-makers use governmental offices as a model, rather than schools. Schools must consider the needs of hundreds of children, some of whom may be waiting outdoors for a bus, while the library is staffed by a much smaller number of adult employees who provide their own transportation.

Gallardo will use the feedback from the committee and attending trustees to put together a draft policy she will share via email. She will then present a revised draft policy at the 12/17/19 regular board meeting.

ADJOURNMENT: Allan adjourned the meeting at 10:38am.

Respectfully submitted by: Katie Allan, Secretary