



### COMMITTEE OF THE WHOLE MINUTES

A Committee of the Whole Meeting of the Board of Library Trustees of the La Grange Park Public Library District, was held on May 8, 2018 at 7:00pm, in the library, 555 N. La Grange Road, La Grange Park, IL 60526.

1. President Whitman called the meeting to order at 7:05pm
2. Upon roll call the following were present: Trustees Whitman, Snow, Gies, and Swainson. Executive Director Buckson and Meeting Stenographer Richter were also present. Trustees Foster, Racanelli, and Gertsen-Briand were absent.
3. Introduction of visitor(s): None
4. Public comment: None
5. Approve minutes of the previous meeting(s): Gies made a motion to approve the minutes from the previous meeting and Snow seconded the motion. All in favor. Motion passed.
6. Discussion of Outstanding Check Policy: This policy was recommended by the new auditing firm as a control measure. Buckson will verify that the September date will work with the Library's fiscal year.
7. Discussion of Personnel Manual Updates:
  1. Benefits: (page 8) pension and retirement, regarding IMRF and working under/over 1,000 per year: Verbiage will be included stating what the statute is and what will happen if an employee falls below the number of hours required.
  2. (Page 9) Verbiage change regarding vendor names. A form regarding tuition assistance was added this year that clarifies that employees need to pay monies back if they leave within a year of receiving tuition assistance. The agreement states that monies can be taken out of the final paycheck.
  3. (Page 11) The break policy had changed: employees will be required to take an unpaid break during a 7-hour shift. Under Attendance and Work Hours it will be inclusive of the different ways in which employees can contact their supervisors in cases where they will be tardy/absent.
  4. (Page 12) A copy of the salary schedule being included in the manual for employee's information. There were changes to the salary schedule which will affect current employees. The Library would like to continue rewarding good work, therefore bonus pay will be available for employees who have maxed out in relation to the salary schedule. Bonuses are included in the salary budget line. The Trustees feel that it is a good idea to offer the bonus option because employees are valuable. Bonuses would be taxed and in cases where it applies, IMRF would be taken out.
  5. (Page 13) Vacation time- discussion about current policy and when time is earned. Buckson would like to use an accrual basis and gave an explanation of how this choice would work.



6. (Page 14) Sick leave- Verbiage is included to address an appropriate amount of sick time an employee would be allowed to take in a fiscal year. Recommendation to change the cap amount for part-time employees. The FMLA portion has been reworded. Although the Library is exempt from FMLA, we do fill out the paperwork.
7. (Page 20) Work place guidelines- some of the information is obsolete because it is covered in other library policies.
8. (Page 21) Rewording in regards to the Executive Director review and how and when it is done.
9. (Page 23) Parking concerns regarding where staff should park have been addressed.
10. (Page 24) This section will be removed because it is included in the travel reimbursement policy.
11. (Page 27) Discusses how complaints about the Executive Director are handled.
12. (Page 28) The identification policy will be removed, as it is included in the library policies.
8. Discussion of Budget: Buckson recommended funding upcoming building projects out of the Special Reserves. Nothing in the budget has been revised since the last meeting.
9. Whitman will not be attending the next meeting. Gies will act as President Protempore in her absence. There will not be a Committee of the Whole Meeting in June.
10. Adjournment: Gies motioned to adjourn the meeting at 8:47pm and Snow seconded the motion. All in favor. The motion passed.