

FRANKFORT PUBLIC LIBRARY DISTRICT
POLICY AND PERSONNEL COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
August 31, 2023
10AM

I. Call to Order

The meeting was called to order at 10:05AM.

II. Roll Call

Present: Trustee Wagner, Trustee Knutson, and Director Kowalcze

Absent: None

Also Present: Monica Murphy, Denise Wargowsky, Kelly Zednick

Citizens Advisory Committee: None

III. Introduction of Visitors

None

IV. Minutes for Approval

Minutes from the Policy & Personnel Committee Meeting on March 28, 2023 were reviewed and approved the Committee members.

V. Old Business

None

VI. New Business

A. Benefits Review Committee

1. Paid Leave for All Act Policy

- a. The Committee worked together on a draft for a new General Paid Leave, developed to meet the criteria of the Paid Leave for All Act. This Leave will only apply to staff members who are under 20 hours and do not accrue Sick Leave or Vacation Leave. The Leave is more generous than the Act requires, accruing 1 hour for every 20 hours worked, as this aligns more with the other Leave the Library currently offers benefited employees. The Committee discussed moving the policy to the Board in October, after Business Manager Wargowsky is able to attend a RAILS training on the new Act. The new Leave would be effective January 1, 2024, as that's when the Act goes into effect. All staff who would be covered under this new Leave will be met with to explain it more fully. When Ready Reference Rules are released, changes may need to be made to align the Library's current Sick Leave with the new Act.

- b. The Committee discussed next steps, and agreed that unless substantial changes needed to be made to any employee benefits, they would plan on

reconvening in 2025 for a full benefits review, following the recommended 2-year cycle.

B. Victim’s Economic Security & Safety Act (VESSA)

1. The Committee reviewed a draft of changes to the Library’s VESSA policy, to reflect new legislation that allows for the taking of VESSA unpaid leave in the event that a family or household member is killed in an act of violence. The Committee recommended moving the draft to the full Board.

C. Bereavement Leave

1. The Committee reviewed a draft of changes to the Library’s Bereavement policy, to reflect new legislation that allows for additional unpaid Bereavement Leave, in the event that the employee has a child die from suicide or homicide. The Committee recommended moving the draft to the full Board.

D. Blood Donation Leave

1. The Committee reviewed a draft of changes to the Library’s Blood Donation Leave, now to be titled Blood and Organ Donation Leave. Recent legislation has expanded this leave to also cover acts of organ or bone marrow donation. The Committee recommended moving the draft to the full board.

E. Patron Behavior Policy

1. The Committee reviewed a draft of changes to the Library’s Patron Behavior Policy, to reflect new amendments to the Smoke-Free Illinois Act. The new Policy includes a reference back to the Smoke-Free Illinois Act, so that it does not need to be updated every time the Smoke-Free Illinois Act is amended. The Committee recommended moving the draft to the full Board.

VII. Public Comment

None.

VIII. Adjournment

Meeting adjourned at 10:46AM.

Recorded By:
Amanda Kowalcze
Library Director