

FRANKFORT PUBLIC LIBRARY DISTRICT  
POLICY AND PERSONNEL COMMITTEE MEETING  
FRANKFORT PUBLIC LIBRARY  
February 14, 2023  
10AM

I. Call to Order

The meeting was called to order at 10:02AM.

II. Roll Call

Present: Trustee Wagner, Trustee Knutson, and Director Kowalcze

Absent: None

Also Present: Monica Murphy, Nicole Suarez, 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 January 17, 2023 were reviewed and approved the Committee members.

V. Old Business

None

VI. New Business

A. Benefits Review Committee

1. Paid Time Off Benefits

- a. The Committee reviewed their work from the previous meeting, which was a comprehensive look at the Library's Paid Time Off benefits. Director Kowalcze presented drafts of the changes discussed at the previous meeting. The Committee reviewed the drafts and approved the decision to have them presented at the February Board Meeting for approval. The drafts include changes to Vacation Time, Sick Leave, and Birthday Holiday. They also propose adding to the Personnel Policy for the first time Voting Time Leave, Blood Donation Leave, and Volunteer Emergency Work Leave.

2. Non-PTO Benefits

- a. Health Insurance: The Committee reviewed the existing Medical, Dental, and Vision Insurance plans. The Library is part of the health insurance consortium LIMRiCC, which sets the eligibility for inclusion in the insurance plans. The Committee felt that as long-term recommendations, certain ideas for insurance should be considered to stay competitive. First, the Library might consider

paying a percentage of spouse or dependent coverage. Additionally, the Library could consider an incentive for those who choose to get their insurance from another source than the Library. The Library could also recommend to LIMRiCC opening up the insurance to additional employees, such as part-time staff. If not all plans, then possibly the HSA for all staff. These are long-term recommendations for when the budget allows.

- b. Staff Library Card: The Committee recommended no changes at this time.
- c. Payroll Deduction Investment Plans: The Committee recommended no changes at this time.
- d. Tuition Reimbursement: The Committee recommended many changes to this policy, which currently is difficult for part-time staff or those pursuing degrees other than an MLIS to access. The Committee felt that the policy should be accessible to all qualified staff who can demonstrate that the educational opportunity will benefit their work in the Library. Additionally, instead of limiting the number of staff members who can simultaneously qualify, the Committee instead suggested setting a per staff member annual cap on reimbursement applications, and funding tuition reimbursement as the budget allows. The Committee discussed coverable expenses, and agreed that directly related expenses billed directly from the educational institution should qualify, including lab fees, etc. Finally, the Committee discussed a new way of providing reimbursement, which is to prorate reimbursement payments over a series of 24 months, which would result in no need to request a refund from staff members who leave the Library before the agreed term of service. Director Kowalcze will make up a draft and bring it to the next meeting.
- e. The Committee discussed if there were any other benefits that they felt could be beneficial to staff. The idea of commute reimbursement or iPass reimbursement was discussed. Another suggestion was flu shot clinics or other supplemental medical benefits that could be provided at the Library for staff. Pet insurance was also suggested.

3. Next Steps: The PTO drafts will go to the Board of Trustees at the February Board Meeting. The Committee will meet to review a draft Tuition Reimbursement policy next month.

VII. Public Comment  
None.

VIII. Adjournment  
Meeting adjourned at 11:05AM.

Recorded By:  
Amanda Kowalcze  
*Library Director*