

FRANKFORT PUBLIC LIBRARY DISTRICT
POLICY AND PERSONNEL COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
February 6, 2024
1PM

- I. Call to Order
The meeting was called to order at 1:17PM.

- II. Roll Call
Present: Trustee Wagner, Trustee Knutson, and Director Kowalcze
Absent: None
Also Present: None
Citizens Advisory Committee: None

- III. Introduction of Visitors
None

- IV. Minutes for Approval
Minutes from the Policy & Personnel Committee Meeting on January 2, 2024 were reviewed and approved the Committee members.

- V. Old Business
 - A. Employee Handbook Review
 1. Employee Benefits: Professional Associations
 - a. The committee reviewed a new section for the Employee Handbook that would cover the Library paying for one job-relevant professional membership for any full-time employee. This is a standing procedure already for the Library but was not documented anywhere.
 2. Organizational Guidelines and Expectations
 - a. The Committee went back to a previously reviewed sections on Work Breaks to correct an error on the break table that clarified number of breaks to which the employees are entitled.
 - b. The Committee reviewed a new section on purchase reimbursements. This new section outlines best practices for making purchases on behalf of the Library, and explains the procedure for reimbursement of any personal funds used for Library purchases. This section also refers to the Library's Credit Card Use and Finance and Purchasing Policies.
 3. Part Three: Compensation
 - a. The Committee reviewed the section of the Employee Handbook on Wage and Salary Administration. The section on the Salary Schedule was expanded to explain the purpose of a salary schedule and the factors considered in its

creation. The section on Pay Periods was greatly expanded to add guidance for specific situations, such as a holiday on the regular pay day, when exiting employees will receive their final paycheck, and what procedures would be followed in the event of erroneous over or under payment on paychecks. The Committee discussed the importance of clarifying state law regarding correcting underpayments. No guidance that the Committee was able to find covered this scenario, so the Committee agreed that legal input was required.

4. **Part Four: Legal and Safety Regulations**
 - a. The Committee reviewed the sections in the Employee Handbook regarding legal and safety regulations. For the section on personnel files, the Committee expanded information regarding the procedure for who and how personnel files can be accessed. The Committee also clarified that any FOIA request regarding personnel files would trigger reaching out to the attorney to ensure all information is properly burnished or redacted, as required under the law.
 - b. The Committee expanded the introduction for the section on Safety and Health to clarify that establishing and maintaining a safe work environment is a shared responsibility between all employees and that employees should be actively reporting any concerns regarding unsafe conditions or procedures.
 - c. The Library has combined accident and incident reporting forms, and the Committee revised language in the Employee Handbook to reflect this change.
 - d. Sections in the Employee Handbook regarding a drug and alcohol-free workplace had to be greatly rewritten to reflect State law changes regarding cannabis. The Committee included new language to clarify that cannabis may not be present or consumed while in the workplace or while working, nor may employees work while under the influence of alcohol or cannabis. Trustee Wagner suggested that this section be renamed “Substance-Free Workplace,” to be more comprehensive.
 - e. The section on a Smoke-Free Workplace was edited to mirror the Patron Conduct Policy to refer directly to the Smoke-Free Illinois Act, so that the Handbook does not need to be updated when the Act is updated.
 - f. The Committee discovered a minor typo in the Non-Discrimination and Anti-Harassment Policy, which will be corrected at the next Board Meeting.
 - g. The section on Bloodborne Pathogens was scaled back, as the procedure is now present in the Safety Manual, and doesn’t need to be maintained in both documents. The Employee Handbook now refers to the Safety Manual.
5. **Next Steps**
 - a. The Committee discussed sending the full Handbook out for review, but decided that this was unnecessary given the nature of the edits being proposed, and the estimated cost of \$3000. Instead, the Committee decided to compile and review a full draft of the new Handbook with edits, and flag any specific sections that could be sent to the lawyer for review. Director Kowalcze will work on compiling the new draft and will share it with the rest of the Committee.

VI. New Business

None

VII. Public Comment

None

VIII. Adjournment

Meeting adjourned at 1:53pm.

Recorded By:
Amanda Kowalcze
Library Director