

FRANKFORT PUBLIC LIBRARY DISTRICT  
POLICY AND PERSONNEL COMMITTEE MEETING  
FRANKFORT PUBLIC LIBRARY  
January 17, 2023  
10AM

I. Call to Order

The meeting was called to order at 10:06AM.

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 September 12, 2022 were reviewed and approved the Committee members.

V. Old Business

None

VI. New Business

A. Benefits Review Committee

1. The Committee reiterated their purpose, which is to evaluate the Library's current personnel benefits and benchmark those benefits against our neighbors'. The Committee should then make recommendations to the Board for immediate, short-term, and long-term changes to Library benefits.

2. Paid Time Off Benefits

a. PTO for Staff Under 20 Hours Per Week: The Committee had planned on discussing the potential for paid sick leave for staff who worked fewer than 20 hours per week. In light of the new Paid Leave for All Act in Illinois, the Committee decided to table any discussion, as the legal requirements of the Act will shape the form of paid leave for these employees.

b. Vacation Time: The Committee discussed the current Vacation time award schedule and the differences between Vacation time for full-time and part-time staff. Current Vacation benefits are front-loaded for full-time staff, and current awarding for part-time staff does not differentiate by number of hours worked. An alternate Vacation award schedule was proposed by Director Kowalcze,

which will stagger vacation time increases at the 5 and 10 year mark. Similarly, part time staff would get vacation time increases at the 5 and 10 year mark, and the amount of vacation time earned by part time staff would be tied to their normally scheduled hours. For example, a staff member hired to work 20 hour per week would accrue 40 hours of vacation time per year for their first five years.

- c. Existing Staff: It was felt by the Committee that changes to benefits which negatively impact staff need to be waived for existing staff, who were hired with their current compensation expectation. Therefore, their award schedule would continue to be the one they were hired under. Staff hired after changes are implemented by the Board would be governed by the new policies.
- d. Personal Time: No recommended changes by the Committee.
- e. Birthday Holiday: The Committee suggests changing the time for the Birthday holiday to 30 days on either side of the birthday, to mirror the 30 days for flex holidays. Additionally, we will add language regarding birthdays which fall on a Leap Day, to specify that in such an event the birthday holiday will be observed on Feb 28<sup>th</sup>.
- f. Floating Holiday: The Committee discussed the used of a 6 hour standard for part time staff in terms of holiday time. After discussing potential alternatives, including focusing on normally scheduled hours or typical work shift hours, it was felt that there was no solution at this time that wouldn't be overly onerous for individuals and the Business Department. A 6 hour standard was voted to be continued.
- g. Holidays: No recommended changes at this time. The Committee would like to revisit the day before Thanksgiving, since we close early but it is not treated as a holiday. We will gather data from other libraries for ideas.
- h. Sick Leave: The Committee recommends adding language indicating that Sick time may be used for prescheduled medical appointments. We also recommend removing the definition of immediate family, to save space and be more inclusive.
- i. Bereavement: A variety of changes to be fully in compliance with the Family Bereavement Leave Act were proposed, including increasing the amount of unpaid leave a staff member can take, and expanding the events for which Bereavement may be taken as defined by the State Act.
- j. Jury Duty and Court Appearance: No changes recommended by the Committee.

3. Other PTO Benefits

- a. Volunteer Time Off (VTO): The Committee discussed the growing trend of Volunteer Time Off. At this time, we could not find examples of libraries offering this benefit, and the implementation seemed overly complicated for our specific organization.
- b. Paid Family Leave: The Committee discussed Paid Parental Leave and Paid Family Leave. At this time, around 30% of libraries in our area are offering some form of paid parental leave, with more implementing it every year. At least two

libraries offer a form of paid family leave, which would apply to other FMLA Leaves of Absence, such as the care of a family member or recovering from an injury or illness. The Committee is recommending to the Board that they set a goal to implement some form of Paid Family Leave within the next 3 years, to stay competitive with other hiring libraries.

- c. Blood Donation Leave: At this time, businesses with more than 50 employees need to have Blood Donation Leave available. We recommend adding it to our benefits at this time, since it is very minor in nature, and we are reviewing benefits comprehensively.

- 4. Next Steps: The Committee plans on reviewing non-PTO benefits at the next meeting. We will then bring all recommendations to the Board at one time.

VII. Public Comment  
None.

VIII. Adjournment  
Meeting adjourned at 11:39AM.

Recorded By:  
Amanda Kowalcze  
*Library Director*