

FRANKFORT PUBLIC LIBRARY DISTRICT  
POLICY AND PERSONNEL COMMITTEE MEETING  
FRANKFORT PUBLIC LIBRARY  
January 2, 2024  
2PM

I. Call to Order

The meeting was called to order at 2:15PM.

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 November 29, 2023 were reviewed and approved the Committee members.

V. Old Business

A. Employee Handbook Review

1. Governance and Administration

- a. The committee reviewed a draft of a governance and administration policy to add to the onboarding section of the Employee Handbook. This new addition will give an outline of the makeup and responsibilities of the Board of Trustees and the role and responsibilities of the Library Director. The Committee feels that this overview will be particularly helpful for new staff members who have never worked for a government organization. The Committee made minor grammatical edits to the draft, and Director Kowalcze will add it to Section 1 of the Employee Handbook.

2. Organizational Guidelines and Expectations

- a. The Committee reviewed the next section of the Employee Handbook, which they are calling Organizational Guidelines and Expectations. This section will combine various parts of the previous handbook, including Employee Training and Development, Promotions, Disciplinary Action, Reimbursements, and Separation from Employment.
- b. A new Dress Code section for the Employee Handbook was proposed, which focuses more on overall appearance as clean, neat, and appropriate for the day's tasks, instead of individual clothing items. A small list of specifically

unacceptable items are still presented, such as attire with political, inappropriate, or obscene messages or visuals.

- c. A section on use of computer systems has been expanded to include all aspects of the Library's IT resources. A list of unacceptable practices has been expanded and includes employee use that is illegal, in opposition to Library values or policy, and behavior that weakens the Library's cybersecurity.
- d. The Employee Handbook's section on use of social media has been updated to reflect the newer social media platforms that are being actively used. Language in this section was updated to be more relevant to Library use, instead of generic business concerns. This section will also now refer back to the Library's Social Media and Comment Policy, which was revised within the last year.
- e. A section on the use of cellular phones while driving was updated to reflect recent changes to Illinois driving laws, including that using a phone while driving is only legal while in a handsfree mode, and that videoconferencing while driving is forbidden.
- f. For the section on promotions, lateral moves, and reassignments, the Committee is proposing a section for voluntary reclassification to reduce hours. This has been requested twice in the last year, and having a formal procedure in the Employee Handbook will guarantee consistency in how this is handled for all staff. This section explains what will happen with benefits if the job is reclassified.
- g. The changes to the section on disciplinary action include renaming the stages of the progressive disciplinary process. The new stages are: verbal warning, written warning, personal improvement plan, suspension, and termination.
- h. The section on travel allowances and reimbursements had substantial rewriting from the previous version of this section. These changes are suggested to make the section easier to read. Some changes include updating the maximum reimbursable costs for local meals, tying per diem allowances to the US General Services Administration rates, and clarifying allowable ground transportation options to include things like ride-share. Additionally, the process for reimbursement was revised to require submission for reimbursement to within 60 days of the travel/event. The Committee discussed that the current policy requires any expenditures over approved limits to be approved by a roll call vote of the Board of Trustees. Trustee Wagner stated that since the limits are set by the Director, not the Board, having additional expenses approved by the Board is a change in procedure. The Committee decided to recommend changing this to requiring that the Board be informed of any additional approved expenditures at the next Board Meeting, so that there is still oversight, but the reimbursement isn't delayed.
- i. The Committee proposed changes to the section regarding workweeks and scheduling. One update is a change from "rounding rules" for timecards to by the minute punching in and out, which is how the Library's current electronic timecards work. The committee recommended adding language about job abandonment to the section about absenteeism. Language about work breaks

and meal breaks were replaced by a table, which makes it less ambiguous and easier to read for employees.

- j. For the section on separation from employment, the Committee is recommending changing notice from 30 days to two weeks, which is more standard. Language is also being added to clarify what employees should expect at the end of employment, such as vacation time being paid out and a return of keys and other Library equipment.

3. **Next Steps**

- a. Director Kowalcze will work on a new spending/reimbursement section for the Employee Handbook, and will also look at the Telecommuting Policy to see where it should be added to the Handbook. The Committee will next look at the sections of the Employee Handbook concerning Compensation and Legal & Safety. The next meeting will be on February 6 at 1pm.

VI. New Business

None

VII. Public Comment

None

VIII. Adjournment

Meeting adjourned at 3:34pm.

Recorded By:  
Amanda Kowalcze  
*Library Director*