

FRANKFORT PUBLIC LIBRARY DISTRICT
POLICY AND PERSONNEL COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
March 28, 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 February 14, 2023 were reviewed and approved the Committee members.

V. Old Business

None

VI. New Business

A. Benefits Review Committee

1. Non-Paid Time Off Benefits

a. The Committee reviewed their work from the previous meeting, which was a comprehensive look at the Library's non-Paid Time Off benefits.

2. Tuition Reimbursement Policy

a. The Committee reviewed a draft of a new Tuition Reimbursement Policy and Tuition Reimbursement form. The new policy would implement the pro-rated payments, as well as make tuition reimbursement more accessible for all staff, regardless of level or area of study. The Committee decided to remove a minimum hours per week required to qualify, and set the minimum employment length to 6 months to qualify. No other edits were suggested for the draft, which will be presented to the Board at the April Board Meeting.

3. Final Report: The PTO reviewed a draft Final Report, which summarizes the work of the committee, along with the recommendations to the Board for short- and long-term benefits changes. The Committee added to the Final Report a recommendation for a Benefits Review Committee to be assembled every 2 years to do another comprehensive review and make new suggestions.
4. Next Steps: The Committee plans to return one more time in August to review a policy to meet the new Paid Leave for All act. After that meeting, the Benefits Review Committee will retire until reconvened, most likely in 2025. The Policy and Personnel Committee is also planning a short break until after the summer, due to scheduling conflicts.
5. Committee Wrap-Up: Staff members thanked Trustees for taking the time to be actively involved in this process. Trustees thanked staff members for sharing their insights, and for giving staff a voice and perspectives in this process.

VII. Public Comment
None.

VIII. Adjournment
Meeting adjourned at 10:30AM.

Recorded By:
Amanda Kowalcze
Library Director