

FRANKFORT PUBLIC LIBRARY DISTRICT
POLICY AND PERSONNEL COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
November 29, 2023
1:30PM

I. Call to Order

The meeting was called to order at 1:45PM.

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 October 25, 2023 were reviewed and approved the Committee members.

V. Old Business

None

VI. New Business

A. Employee Handbook Review

1. Welcome Letter

- a. The Committee reviewed a draft of a welcome letter from the Director to open the Employee Handbook. Instead of jumping straight to the legally important aspects of the Employee Handbook, the Welcome Letter provides a more inviting first impression for new hires, and invites them to be active members of the staff. Trustee Wagner stated that she liked that the Welcome Letter included the Library's Mission Statement. Trustees Knutson and Wagner discussed the importance of a welcoming and engaging onboarding process for new hires to make them successfully connect with the Library and other staff. The Employee Handbook should reflect that by being more than just a legally dense document.

2. Introduction and Recruitment & Selection

- a. The Committee reviewed draft suggested changes to the Introduction to the Employee Handbook. Most of the changes were grammatical in nature or updates to legal statements to reflect changes from the last 8 years of best

practices. One substantial change is that the Handbook will now state that any changes to the Handbook will be communicated to all staff in writing. It is current procedure to have all staff sign a policy update memo any time changes to the Handbook are made, but this will formalize that procedure as policy. The Committee discussed and agreed to pull a statement from the Introduction that the Board of Trustees approve the Organizational Chart, as they felt this should be under the purview of the Library Director. The Committee also felt that a section on Governance and Administration should be added, to help new employees understand the role of the Library Board of Trustees, particularly if they do not have any government experience before being hired. Director Kowalcze will draft a new section based on Northlake Library's Governance and Administration section of their Personnel Policy.

- b. The Committee reviewed draft suggested changes to the Recruitment and Selection section of the Employee Handbook. The Nepotism section is being updated to be more comprehensive and will also include potential conflicts of interest with family members or those in a close relationship with Trustees, as well as existing staff. The Committee discussed that the policy does not preclude relatives from working at the Library, it simply puts safeguards in place against potential conflicts of interest. The Library has had many sets of family members work as staff throughout the years. The Committee also discussed changes to the Background Check policy, which will raise the minimum age for background checks to 18, but also allows for background checking existing employees under specific circumstances, such as a substantial change in position or job duties.
3. Employee Benefits and Services
 - a. The Committee reviewed draft suggested changes to the Employee Benefits and Services section of the Employee Handbook. As this portion of the Handbook was recently reviewed and updated by the Benefits Review Committee, there were very few suggested changes. Most suggested changes were typographical or based around reorganizing the existing policies for more logical flow. The FMLA policy had a number of suggested grammatical changes to be more accessible. The health insurance section was updated to include additional details regarding current health care offerings, to be more useful for staff members.
 4. Documenting Suggested Changes
 - c. Director Kowalcze suggested that a list be maintained of all proposed substantive changes, to assist the Board when the Handbook is presented for approval. The purpose of this list is to focus the Board on actual changes being made, as opposed to the purely grammatical or organizational changes being made to the Handbook. Trustee Wagner asked if the changes could also be shown via a powerpoint or similar to guide the Board through the changes when they are presented. The

Board will be reviewing the changes in full once the full Handbook is reviewed, which will likely not be for several months.

B. The Next P&P Meeting will be on January 2nd at 2pm, and the Committee will start their review of Part Two of the Handbook: Organizational Guidelines and Expectations. This is a large section of the Handbook, so two meetings on this topic might be necessary.

VII. Public Comment
None.

VIII. Adjournment
Meeting adjourned at 2:15pm.

Recorded By:
Amanda Kowalcze
Library Director