

FRANKFORT PUBLIC LIBRARY DISTRICT  
POLICY AND PERSONNEL COMMITTEE MEETING  
FRANKFORT PUBLIC LIBRARY  
October 25, 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: None

Citizens Advisory Committee: None

III. Introduction of Visitors

None

IV. Minutes for Approval

Minutes from the Policy & Personnel Committee Meeting on August 31, 2023 were reviewed and approved the Committee members.

V. Old Business

None

VI. New Business

A. Employee Handbook Review

1. Current Handbook Overview

- a. The Committee skimmed their way through the current version of the employee handbook. They noted a few areas for focus including: the current table of contents is bloated and contains many unnecessary items, making it difficult to read; there are some redundant sections, including areas where code of conduct is listed twice; some sections of the handbook are outdated with incorrect procedures or legal information; and overall the handbook is very long and can be an overwhelming introduction for a new staff member. Making the handbook effective but less intimidating for onboarding is a priority. The Committee felt many of the additional documents included as appendices could be left as additional documents in the Employee Shared Google Drive, and did not need to be included in the Employee Handbook, so things didn't need to be updated in multiple places.

2. The Committee looked through tables of contents from other area library employee handbooks, to get an idea of other ways to structure the handbook. The Committee liked the idea of each section of the handbook starting on a new page, for ease of updating. The Committee also agreed that the Handbook should start with a Welcome Letter from the Director, to give it a more inviting tone for onboarding employees. The Committee also identified a few sections that could be added or more developed including: Attendance, Dress Code, and a Salary Schedule and Pay Rate Philosophy.
3. Review Structure and Timeline
  - a. The Committee broke up the Handbook into new sections: Recruitment and Selection, Organizational Guidelines and Expectations, Compensation, Employee Benefits, and Safety and Legal. The Committee felt that the review and revision process could take up to six months, particularly since any finished draft would need to be reviewed by the lawyer or HR Source before being approved. The Handbook was splint into three parts for review. Part one is Welcome Letter, Recruitment and Selection, and Employee Benefits. Part two is Organization Guidelines and Expectations, and Part Three is Compensation, Safety and Legal, and any needed Appendices.
  - b. The Next P&P Meeting will be on November 22<sup>nd</sup> at 10am, and the Committee will start their review of Part One of the Handbook: Welcome Letter, Recruitment & Selection, and Employee Benefits.

VII. Public Comment  
None.

VIII. Adjournment  
Meeting adjourned at 11:05AM.

Recorded By:  
Amanda Kowalcze  
*Library Director*