

**Ella Johnson Memorial Public Library District
Minutes of the special meeting of the Board of Trustees
August 15, 2011**

The special meeting of the Board of Trustees of the Ella Johnson Memorial Public Library District was called to order at 7:00 p.m. by board president Barbara Brust for the purpose of reviewing proposed personnel manual policies as presented by library consultant Arlene Kaspik. Present at the meeting were board trustees Judith Pokorny, Luann Sarro, Kathryn Tamms and Linda Wallace. Also present were library director Carol Schrey and consultant Arlene Kaspik. Trustees Dreher and Pierce were absent.

Changes/Corrections to Agenda: Trustee Wallace requested that discussion of the policy regarding library holiday observances (item v) be moved to the first item after the Consent Agenda. The board approved as discussed and the agenda stands as amended.

Questions/Comments – Public/Media: None

Consent Agenda – Approval of Personnel Manual Policies: Motion Wallace, sec. Pokorny to approve the 22 consent agenda personnel manual policies, items A-V, as listed below. Brust-Y, Sarro-Y, Tamms-Y, Wallace-Y, Pokorny-Y. Motion carried.

Manual policies approved:

- A. At-will Employment
- B. Acceptable Use of Library Resources
- C. ADA Compliance
- D. ALA Code of Ethics
- E. Attendance
- F. Bereavement Leave
- G. Bicycles, Scooters
- H. Board Meeting Attendance
- I. Conduct of Library Employees
- J. Equal Employment Opportunity Compliance
- K. Evaluations
- L. Flex Time
- M. Professional Memberships
- N. Probation
- O. Promotions
- P. Qualifications for Employment
- Q. Review of Policies and Procedures
- R. Separation from Employment—Involuntary
- S. Separation from Employment—Voluntary
- T. Smoking
- U. Timesheets
- V. Work Week and Scheduling

Approval of Personnel Manual Policies:

v. Holidays: Motion Wallace, sec. Brust to observe the following eight (8) paid holidays: New Year's Day, MLK Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, and Christmas Day. Easter Sunday will result in an administrative closing of the library without pay. If any of the above listed holidays falls on a weekend (except Easter Sunday) the salaried employee will be credited a floating paid holiday to be used within the same month of the holiday. Scheduling of the floating holiday is subject to prior approval of the employee's immediate supervisor. Brust-Y, Sarro-Y, Tamms-Y, Wallace-Y, Pokorny-Y. Motion carried.

a. Accidents: Item tabled pending revision.

b. Appointments: Motion Wallace, sec. Tamms to approve appointments policy as modified. Brust-Y, Pokorny-Y, Sarro-Y, Tamms-Y, Wallace-Y. Motion carried.

c. Children in the Workplace: Motion Pokorny, sec. Sarro to approve policy about children in the workplace as modified. Pokorny-Y, Wallace-Y, Tamms-Y, Sarro-Y, Brust-Y. Motion carried.

d. Cell Phones: Motion Sarro, sec. Pokorny to delete policy regarding use of cell phones by employees. Brust-Y, Sarro-Y, Tamms-Y, Wallace-Y, Pokorny-Y. Motion carried.

(Voting method changed to voice vote—all in favor)

e. Dress Code: Motion Sarro, sec. Wallace to approve dress code policy as modified. Ayes carry motion.

f. Emergency Closings: Motion Pokorny, sec. Wallace to approve emergency closings policy as modified. Ayes carry motion.

g. Jury Duty: Motion Wallace, sec. Pokorny to approve jury duty policy as modified. Ayes carry motion.

h. Grievances: Item tabled pending more discussion.

i. Overtime Compensation: Motion Tamms, sec. Sarro to approve overtime compensation policy as written. Ayes carry motion.

j. Payroll Deductions: Motion Sarro, sec. Wallace to approve payroll deductions policy as modified. Ayes carry motion.

k. Progressive Discipline Policy: Motion Wallace, sec. Sarro to approve progressive discipline policy as modified. Ayes carry motion.

l. Staff Development: Motion Wallace, sec. Pokorny to approve staff development policy as modified. Ayes carry motion.

m. Staff Library Cards: Item tabled pending revision.

n. Sunday Rate of Pay: Motion Wallace, sec. Tamms to accept Sunday rate of pay policy as modified. Ayes carry motion.

o. Breaks: Item tabled pending more discussion.

The following policies were tabled due to time limit, to be discussed at a later date:

p. Sick Leave

q. Benefits

r. Insurance

s. Maternity Leave

t. Personal Leave

u. Vacations

Meeting was adjourned at 9:27 p.m. by president Barbara Brust.

Respectfully Submitted,
Kathryn Tamms, Secretary