

**Ella Johnson Memorial Public Library District  
Minutes of the special meeting of the Board of Trustees  
November 8, 2011, 7-9 p.m.**

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 Lori Dreher, Judith Pokorny, Luann Sarro, and Kathryn Tamms. Also present were library trustee designee Ken Crawford, director Carol Schrey and consultant Arlene Kaspik, along with guests Andrea Hare, Joy Kleiser and Haether Venetucci-Johnson. Trustee Wallace was absent.

**Changes/Corrections to Agenda:** Trustee Pokorny requested that consent agenda items a (accidents) and b (cell phones/texting) be removed from the consent agenda and discussed further as the first items thereafter. The board approved as discussed and the agenda stands as amended.

Questions/Comments – Public/Media: None

**Consent Agenda – Approval of Personnel Manual Policies:** Motion Sarro, sec. Dreher to approve 5 consent agenda personnel manual policies as listed below. Brust-Y, Sarro-Y, Tamms-Y, Pokorny-Y. Motion carried.

Manual policies approved:

- c. COBRA
- d. Media and press inquiries
- f. Personnel records
- g. Petty cash
- h. Verification of employment

Trustee Wallace arrived at 7:18 p.m.

The following items were tabled for further discussion:

- e. Military leave

**Approval of Personnel Manual Policies – tabled items or new items:**

Guests Jane Perry and Judy Poppen arrived at 8:15 p.m.

**(a). Accidents:** Motion Pokorny, sec. Sarro to approve accidents policy as stated on 11/8/11. Ayes carry motion.

**(b). Cell phones/texting:** Motion Tamms, sec. Wallace to approve cell phone/text policy as modified. Ayes carry motion.

**a. Application for employment:** Motion Pokorny, sec. Dreher to approve policy as modified. Ayes carry motion.

**b. Benefits:** Motion Wallace, sec. Sarro to approve benefits policy as modified. Ayes carry motion.

**c. Credit card:** Motion Wallace, sec. Pokorny to approve credit card policy as modified. Ayes carry motion.

**d. Drug-free workplace:** Motion Tamms sec. Dreher to approve policy as modified. Ayes carry motion.

**e. FMLA:** Motion Wallace, sec. Sarro to approve policy as modified. Ayes carry motion.

**h. Maternity/family leave:** Motion Dreher, sec. Wallace to approve policy as modified. Ayes carry motion.

The following items were tabled for further discussion:

- f. IMRF
- g. Insurance
- i. Personal leave
- j. Pre-employment background check
- k. Receipt of policy manual
- l. Sick leave
- m. Vacations
- n. Workplace Harassment

The meeting was adjourned at 9:15 p.m. by president Barbara Brust .

Respectfully submitted,

Kathryn Tamms, Secretary