

Minutes of the Personnel and Policy Committee

March 9th, 2021 at 5:00 p.m.

Attendance:

Board Members: Heather Brown, Wendy Workman, and Janine Conway

Staff: Christopher Siscoe, Director and Don Hemmelgarn, Fiscal Officer

Actions:

1. The committee reviewed the first 20 pages of the new Personnel Policy Manual presented by the Director and Coordinators.
2. The Director specifically asked the committee if criminal background checks should be added to the manual. The committee recommended yes.
3. The Director then asked the committee whether the library wanted to keep FMLA in its policy manual. The library is not required to follow FMLA since it does not have 50 employees. The committee decided to take up the discussion at the March 9th, 2021 meeting with the full Board of Trustees.
4. The Director also introduced a new "Weapons Policy" that had been written with recommendations from the Madison County Prosecutor and a legal opinion from OLC.
5. Overall changes were given to the Director to make to the first twenty pages. The Director informed the committee that he would send out the next 10 pages once the Coordinators had reviewed them.

The meeting adjourned at 6:00 p.m. with no future date set.