

HELEN M. PLUM MEMORIAL PUBLIC LIBRARY DISTRICT  
411 S. Main St. • Lombard, IL 60148

## POLICY AND BYLAWS COMMITTEE MEETING MINUTES

July 24, 2024

10:00 a.m.

Staff Conference Room

- I. Call to order
  - a. The meeting of the Policy and Bylaws Committee was called to order at 10:07 a.m. in the Staff Conference Room of the Helen Plum Library.
- II. Pledge of Allegiance
  - a. The Pledge of Allegiance was recited.
- III. Roll call, recording both present and absent members
  - a. Present: Chair Julie Kowalski-Schmidt, Trustee Ginger Kearney
  - b. Absent: Trustee Sue Wiggins
  - c. Staff present: Executive Director Anne Luzeniecki, Executive Assistant Jenn Ferguson
- IV. Public Comment
  - a. No public presentation.
- V. ACTION ITEM: Adoption of the Agenda
  - a. Trustee Kearney moved to adopt agenda, seconded by Chair Kowalski-Schmidt. All ayes, no nays. Motion carried.
- VI. Review of policies:
  - a. C-1 Exhibits
    - i. Executive Director Luzeniecki noted that the larger building means a larger scope needed. Changes made are for clarity as well as expanding the guidelines and expectations for patrons and exhibitors. Forms associated with exhibits are being created that align with the updated policy.
    - ii. There was discussion around terminology for commercial posters.
    - iii. There was a discussion on posting links/QR codes for purchase information.
  - b. C-2 Petitions and Surveys
    - i. Executive Director Luzeniecki noted a few changes from the previous policy.
  - c. P-5 Insurance
    - i. Executive Director Luzeniecki noted the changes are based on an assessment and average of what other area libraries, public-sector, non-profits, and for-profit organizations are offering. The budget has been consulted and aligns with the changes to the policy.
      1. Trustee Kearney asked if eligible part-time staff could be offered insurance options in the future.
        - a. Anne will follow up with LIMRiCC.
      - ii. “/AD&D” to be added after “Voluntary Life” in the sentence below the chart.
      - iii. “Voluntary Life/AD&D” to be added in Eligible Part-Time Employees section.
      - iv. Subheading added with included sentence:

1. Employee Assistance Program (EAP): All employees, regardless of classification, are eligible to use the EAP program.
- d. P-6 Retirement Plans
  - i. Executive Director Luzeniecki noted updates for consistency in language and terminology. The content is pulled from IMRF.
- e. P-9 Personal Time
  - i. Executive Director Luzeniecki pointed out updating the policy formatting to include easy-to-follow charts and to align with functionality of the Business Office/HR.
- f. P-10 Sick Time – Paid
  - i. Executive Director Luzeniecki called attention to changes for inclusivity in language and the inclusion of all classifications of employees for staff clarity.
- g. P-16 Professional Development, Travel and Training
  - i. Executive Director Luzeniecki noted the changes are to express intentionality in the policy when supporting the professional development of staff and Trustees.
    1. Chair Kowalski-Schmidt requested clarification on the changes for Membership Dues.
      - a. Anne stated the changes add clarity in language for staff and documentation.
- h. P-22 Personnel Records and Updates
  - i. Executive Director Luzeniecki noted no major changes, just structure and terminology adjustments.
  - ii. Chair Kowalski-Schmidt asked how changes get handled and how frequently the information is updated.
    1. Anne stated that the plan is to conduct an annual update survey with the timing to be determined.
- i. P-31 Termination Voluntary or Involuntary
  - i. Executive Director Luzeniecki noted the addition of a chart for clarity. Added context for exit interviews has been included, and language updates were made.
- j. U-12 Security Cameras
  - i. Executive Director Luzeniecki stated that the policy was developed by RAILS, so only updates to pertinent verbiage were made.

VII. Referral for action to the Board of Trustees

- a. Chair Kowalski-Schmidt moved to refer the above policies for approval and approval as amended by the Board of Trustees. Trustee Kearney seconded. All ayes, no nays. Motion carried.

VIII. Adjournment: 10:55 a.m.

- a. Trustee Kearney moved to adjourn the meeting. Chair Kowalski-Schmidt seconded. Motion carried, meeting adjourned.

Notes taken by Jenn Ferguson.

Approved: \_\_\_\_\_

Julie Kowalski-Schmidt  
Board Secretary