



# NEW LENOX PUBLIC LIBRARY DISTRICT BOARD POLICY COMMITTEE MEETING March 16, 2017

The meeting of the New Lenox Public Library District Board of Trustees Policy Committee was called to order at 2:03 p.m., by Trustee Broccolo on Thursday March 16, 2017 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Present were Trustees: Bonnie Ulstad, Michelle Monbrod and Louis Broccolo

Absent: None.

Staff present: Michelle Krooswyk: Director and Recording Secretary, Michael Stubler: Business Manager

Visitors: None

## **Audience to Visitors**

- None.

## **New Business**

The Committee reviewed the Director and Business Manager's recommended changes to the Personnel Policy. Business Manager Michael Stubler and Director Michelle Krooswyk prefaced the review of proposed changes with the reasoning for the modifications. Changes are suggested to ensure we are complying with local, state or federal laws, clarifying/defining language used in the policy manual, ensuring consistency, and suggesting a new "floating holiday" category.

Section 102: Updating language to ensure federally protected classes are included.

Section 103: Defining categories of employment. Currently staff are one of three categories: full-time, part-time and other (many names used including temp, seasonal, sub, etc). The proposed change would change these categories to full-time, part-time plus, and part-time in order to provide consistency of language and clarification.

Section 104: Clarifying language in section A.

Section 106: Defining comp time more thoroughly.

Section 107: Clarifying language for annual evaluation procedure.

Section 108: Clarifying procedures for paying out benefits at the end of employment.

Section 109: Clarifying location of personnel records.

Section 110: Clarifying language for disciplinary procedure.

Section 201: Updating definitions for health insurance coverage per changes made by LIMRiCC.

Section 202: Updating definition of full-time, part-time plus and part-time and adding a "floating holiday" definition. This will be beneficial for two holidays in a row that fall on a Saturday/Sunday or Sunday/Monday.

Section 203: Updating language on full-time, part-time plus and part-time leave. Updating legal guidelines for Jury and Witness Duty, Military Duty, Parental Leave, Election Judge Duty, Civil Air Patrol Duty, Blood Donation Leave, Volunteer Emergency Leave.

Section 204: Updating language for part-time plus and adding "Staff drawing upon IMRF benefits who wish to continue active employment with the library must do so as part-time."

Section 205: Clarifying/updating language for vacation time.

Section 206: Introduced changes for per diem reimbursement at workshops and conference. This is further covered in section 306.

Section 207: Updated language for full-time, part-time plus and part-time leave.

Section 208: Updated language for full-time, part-time plus and part-time time off donation policy.

Section 209: Updating definitions for voting time.

Section 300: Updating language on employee conduct, adding "Authorized clothing sporting NLPL or sponsored events logos" and "The Director or Board may authorize exceptions or "themed" attire for events or specific days as appropriate on a case-by-case basis" for acceptable dress code.

Section 302: Added "All communications, materials, proposals, and reports created by staff on work time shall be considered the property of the library even in the event the individual leaves the employ of the library."

Section 305: Legally updated section by adding "Staff shall not be discriminated against or disciplined for legal use of prescribed medical marijuana in accordance with Illinois law so long

as such use is not on work time or library premises and does not cause any impairment to the staff member during their scheduled work hours.”

Section 306: Proposed changing travel policy to include a general per diem reimbursement rather than directly reimbursing each individual receipt for meals.

Section 307: Added following section for Credit Card Usage Policy: Any inadvertent use of library credit cards by any staff must be reimbursed in full to the library prior to the next credit card billing statement. Repeated accidental charges may result in loss of credit card privileges or other disciplinary actions as appropriate. Intentional misuse of library credit cards by staff may be disciplined up to and including termination.

NEW section 308 Expense Reimbursement:

“Library management and staff should make every reasonable effort to direct vendors to bill the library directly, preferably by invoice billing or on library credit card as necessary. However, it is understood occasionally a staff member may make a non-travel related purchase on behalf of the library utilizing their own finances. The library will reimburse any approved expenditures under the following conditions:

- The purchase must be for a bona-fide library use and in no way for personal consumption or use
- The purchase could not be made by preferred methods in a reasonable time or effort
- The staff member made the purchase of their own volition
- An Expense Reimbursement Form with receipts is turned in to the Business Office within 30 of the purchase

As the library is a tax-exempt organization, it is the policy of the library to be good stewards of the tax payers’ money by not spending on any sales tax it is not required to. Therefore, all staff who may choose to make purchases for the library are strongly encouraged to pick up a copy of the tax-exempt form from the Business Office. Any non-travel expense turned in and approved will be reimbursed minus any charged sales tax.

The library will never require any staff to expend their own money or credit for supplies or other library use expenses. The reimbursement process is for staff who choose to do so on their own for expediency sake.”

Section 312: Clarified language for Safety Criteria so that it makes more sense.

The Board Members discussed these policy changes and agreed that all the proposed changes were acceptable. Changes would be presented at the next Board Meeting.

Trustee Broccolo left at 4:09 pm.

Trustee Monbrod presented a suggestion for a bidding policy that has been recently used with the Village of New Lenox. She requested it be reviewed to see if it would be beneficial to include in future policy updates.

**Executive Session**

None.

**Adjournment**

Trustee Monbrod moved and Trustee Ulstad seconded that the meeting be adjourned at 4:15 p.m. Motion passed with all in favor.

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Michelle Krooswyk, Director

Respectfully Submitted,  
Michelle Krooswyk  
Library Director