



## NEW LENOX PUBLIC LIBRARY DISTRICT BOARD POLICY COMMITTEE MEETING November 15, 2017

The meeting of the New Lenox Public Library District Board of Trustees Policy Committee was called to order at 4:04 p.m., by Trustee Broccolo on Wednesday November 15, 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, Ashley Middleton: Digital Media Lab

Visitors: None

### **Audience to Visitors**

- None.

### **New Business**

The Committee reviewed the Director and Business Manager's recommended changes to the General 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 correct grammar.

The main suggested changes were in the following sections:

Section 211: Meeting Room Policy – Changes were made to the actual form that patrons need to fill out, which allowed the form to fit on one double sided page and library branding to be applied. Suggestions of removing the deposits for the room in general was made while keeping deposits for AV equipment. This will ensure excessive time is not being taken by staff for accepting, processing and returning deposits; it is extremely rare that deposits are kept by the library. The fee structure for meeting room rental was simplified.

Section 106: Overtime and Compensatory Time – The question was brought up concerning accrual of comp time. Recommendation was to remove staff's ability to collect 1.5 comp time when working over 40 hours every week as well as removing the ability to earn comp time for continuous education events. Also, if a staff member does not use the comp time within 3 months it will expire and the staff member will not be paid for that time if unused.

Trustee Broccolo expressed his concern regarding only one staff member being scheduled on public service desks.

Ashley Middleton was present to express the concerns of a staff member that could not attend the meeting. The concern was regarding Personnel Policy 202: Holidays and Library Closings. Middleton expressed that part time staff members are not paid if the library unexpectedly closes, but they were scheduled for a shift later that day. She emphasized that these staff are the ones that need the pay the most because they may have scheduled their day around their upcoming shift and they are relying on that income. Per suggestion from the Policy Committee, Director Krooswyk would query other directors in the surrounding libraries concerning their policies. She will report back to the board at the next meeting.

### **Executive Session**

None.

### **Adjournment**

Trustee Monbrod moved and Trustee Ulstad seconded that the meeting be adjourned at 5:37 p.m. Motion passed with all in favor.

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Michelle Krooswyk, Director

Respectfully Submitted,  
Michelle Krooswyk  
Library Director