

MEETING MINUTES

I. Call to Order and Roll Call. (Call to Order - Chair Fishman, Roll Call - Director Auston)

President Fishman called the meeting to order at 3:01pm. Director Auston called the roll.

PRESENT: Trustees Cox, Nealon, Fishman, Nealon, Director Auston

ABSENT: Di Lorenzo

OTHER TRUSTEES: Sennett

VISITORS: Liz Seager – League of Women Voters

STAFF: Human Resources Manager Michael Boone

II. Public Comment. (Chair Fishman)

Meeting attendees who wish to address the WPLD Board of Trustees may do so here.

None.

III. Review past of Minutes. (Chair Fishman)

There are no past minutes to review. Minutes of immediate prior Policy Committee meeting of January 30, 2023 were reviewed/approved at the Tuesday, February 21, 2023 Regular Meeting.

IV. Presentations. None

V. Discussion Items.

A. Review of draft policies:

- Board Bylaws
- Appendix 0: Rules of Procedure for Public Meetings and Hearings
- Policy 1: Policy Development
- Appendix 1: Guidelines for Library Policies
- Policy 6: Library Facilities
- Policy 9: Human Resources

Attachment 1

Director Auston reviewed the purpose of the meeting, the procedures for reviewing and proposing policy revisions/additions, and provided an overview of the draft policy materials. He highlighted the minor proposed changes to the Bylaws, Appendix 0, Policy 1, and Appendix 1, and the committee affirmed the materials. Next Director Auston reviewed the two new policies in Policy 6 (Sustainability and Security Cameras). The committee discussed each and how these policies would work in practice. No updates or changes were made to proposed text.

Director Auston and HR Manager Michael Boone presented the comprehensive review of Policy 9, Human Resources. The Human Resources Policy is the result of several months of research, analysis, comparative study, drafting, and organization work. Overall, the resulting policy is presented as an enhancement/extension of the longstanding Employee Handbook that all staff have received, read, and signed-off on when they were hired; those policies remain in-force and account for the majority of the policy. The new policy document has incorporated and reorganized the Employee Handbook's sections into a new framework and has been augmented to include sections relating to a number of state laws have been updated/passed since the last edits to the handbook in 2017 (including the new Illinois Paid Leave for All Act).

Following board discussion, the committee recommended advancing the policies for review and approval at the April 16, 2024 Regular Meeting, along with direction to staff to apply the style updates to the existing policies as described in the meeting materials.

- VI. New Business. None.
- VII. Adjournment. Trustee Nealon moved to adjourn the meeting.
MOTION CARRIED BY VOICE VOTE. The meeting adjourned at 4:33pm and was recorded.

Joan Fishman, Chair of the Wilmette Public Library Policy Committee