

Algonquin Area Public Library District
2600 Harnish Drive, Algonquin, Illinois
Board of Trustees Policy Committee Meeting
November 28, 2023
7:15 pm

The Board of Trustees of the Algonquin Area Public Library District Policy Committee met Tuesday November 28, 2023 at 7:15 pm at the Main Library at 2600 Harnish Drive, Algonquin, Illinois.

An agenda was posted at least 48 hours prior to the meeting

Call to Order

The meeting was called to order by President Taylor at 7:18 pm.

Roll Call

Committee Members present: President Taylor, Chairperson Vice President Sanchez and Trustee Kennealy
Committee member Treasurer Pelke was absent

Trustees present: Trustee Becker, Trustee Johnson and Secretary Sharkey

Also present: Executive Director Murray and Assistant Director-Operations Husak.

There were no visitors

Approval of Minutes of the July 11, 2023 Policy Committee Meeting

The minutes were not included in the packet. They will be added to the next Policy Committee Meeting Agenda.

Additions to the Agenda

There were no additions to the Agenda

Review and Approval of Policies

- **PM 106 Employment Categories**
 - Previously had 3 categories, Full time, Regular part time and under 20 hours. Trustee Kennealy asked a question about how paid time off hours are determined. Executive Director explained that when staff are hired, they are hired a set number of hours. A new category was added, Temporary and Seasonal. They are hired for a set time frame no more than 120 days.

- **PM 302 Bereavement Leave**
 - This policy will be in effect immediately upon approval. Three paid days of leave for a covered family member. There were a number of changes due to the change in the law. Changes include covered family member replacing the term immediate family. Most changes were made to match the new law. The timeline of 60 days is the same timeline set in VESSA.
 - Trustee Kennealy inquired about using leave after the 60 days has lapsed. Executive Director explained these situations are discussed with each employee.
 - Trustee Kennealy inquired about other “reasonable” reasons, President Taylor suggested it was a method to keep the document from being boxed in by a specific list.

- **PM 310 Victims’ Economic Security and Safety Act (VESSA)**
 - This policy will be in effect immediately upon approval. HR Source is our resource for the document format.
 - Trustee Becker asked about the difference between Bereavement, besides a specific method of death. Executive Director Murray, read a bit more of the policy details and that answered the question.
 - Trustee Kennealy inquired about circumstances regarding relationship terms. An example was discussed about a domestic partner and how would that be proven. Executive Director Murray explained it would be confirmed with the staff member without necessarily providing a specific

documentation.

- **PM 705 Sick Time**
 - This policy is being adjusted due to the new Paid Leave for All Workers Act

- **PM 717 Low Hour Paid Leave**
 - This policy affects PM 106 and PM 705. This applied to Paid Leave for All Workers Act effective January 1, 2024. This replaces our previous low hour sick leave policy. The attorney has approved this policy as it is written.
 - Trustee Kennealy asked when low hour paid leave is distributed. If people are scheduled 20 hours and the two weeks of leave would total 40 weeks.
 - He also asked how many employees are impacted by this change. Executive Director Murray explained that our shelvers will be the employees affected. And they are currently receiving low hour sick leave.
 - President Taylor reiterated that the changes are being made due to the PLAW Act.
 - The trustees discussed the conversion of sick time to IMRF retirement benefits
 - Trustee Johnson explained that his experience has been done differently at different employers.

Chairperson Sanchez made a motion to be recommended for approval by the full board. Policies PM 106, PM 302, PM 310, PM 705, PM 717; President Taylor seconded. The recommendation passed by voice vote.

Chairperson Sanchez made a motion to amend the policies to reflect the dates the policies are in effect. PM 302 and PM 310 to be in effect immediately upon approval. And PM 106, PM 705 and PM 717 take effect on January 1, 2024. President Taylor seconded. By a voice vote the amended policies passed.

Executive Director explained that these policies will go to the full board at the next meeting if there any further questions, please send any questions prior to the meeting.

Adjournment

The meeting was adjourned by Chairperson Sanchez by declaration at 8:04 pm.

ATTEST:

Chair

Date