

**Wheaton Public Library Board Meeting
Minutes of Policy Committee Meeting
March 10, 2014**

- I. Call to Order and Roll Call: The Policy Committee of the Wheaton Public Library held a meeting on Monday, March 10, 2014 in the Library Board Room. Chairperson, Ms. Porter called the meeting to order at 7:08 p.m. Members present at roll call were Mr. McDonough, Mrs. Ramp and Mrs. Wonser. Mrs. Betsy Adamowski, Library Director and Joyce Kent, Business Manager were also in attendance.
- II. Citizens to be Heard: There were no Citizens to be Heard.
- III. Review of Employee Handbook:

Mrs. Wonser stated that for the record that the Policy Committee name is to be official. The previous name of the committee was HR Committee.

Mrs. Porter stated that since the Employee Manual was a big document she encouraged committee members to email Mrs. Adamowski the grammar edits.

Mrs. Wonser also requested that Mrs. Adamowski put together the number of employees that fall into each Employee Classification.

Mrs. Wonser also requested that Mrs. Adamowski make a Benefits Table for all the Employee Classifications.

Mrs. Porter then began to go through each policy and the following changes were requested:

(Note that the policy number is in bold)

1.1 Take out the word “that” in the second sentence and remove the last sentence in the 2nd paragraph.

1.3 Add the word “reappointed” after “appointed” in the last sentence in the 2nd paragraph.

1.4 Mrs. Ramp stated that the Organization Chart is not up to date and Betsy stated that it is a work in progress with all of the staff changes that are happening. The correct Organization Chart may have to be up-dated later.

1.5 Add the sentence “Employees in this classification are not eligible for benefits” to the end of the 1.b paragraph. Change 1.a to read 25 and not twenty-five.

3.4 Add the acronym WPL before the word Business Manager in the last paragraph.

3.5 Remove wording, “or use of WPL property as a weapon” in 1.e.

4.3 Remove this policy.

5.4 Remove paragraph 1d.

5.7 Remove paragraph 5 c. 6.

6.4 Change the last paragraph (before the Steps section) to read “The WPL counsels and disciplines tardiness on an individual basis. Discipline for tardy employees is described below.”

6.6 Remove 2 c. Add words, Regular Part-time to the sentence in 2 b. Remove the words Temporary Employees and replace with Seasonal Employees.

6.9 Fix word in 15 b to be “send” and not “sent”. Do not capitalize the word “Device” in 12 a and b.

7.1 Remove paragraph 1c. and replace it with the 2nd paragraph in Policy 6-4 under Absenteeism.

7.3 Remove the word Temporary in bullet #2. Add Part Time Employees to the second sentence.

7.6 Capitalize the word “library’s” in second paragraph. Take out commas in the sentence on bullet #3.

7.7 Look at the wording for this policy to make sure it is correct. Remove the note that is in parentheses in #5 under the heading Procedure.

7.11 Rewrite this policy to only have the wording from #4 bullets a and b.

7.12 Change the word City to Library in “Eligibility” paragraph. Ask attorney or City HR department if this policy can be simply referenced to the Federal Law wording.

8.4 Rewrite the 2nd sentence to read, “Employees who fail to pay fines and fees for late, damaged and lost materials....” Remove the 2nd paragraph.

9.1 Rewrite #1 bullet b #4 to read, “At the annual review period in April (before start of new fiscal year).”

10.1 Remove since this topic is covered in 5.12.

11.2 Remove the last sentence in the first paragraph. Add the sentence, Employees who opt to join the Dental Insurance Plan much pay 100% of the coverage for both themselves and their dependents

11.3 Remove the word “regular” in the first paragraph. Check the provision that includes the collective bargaining group statement.

11.4 Add the word “eligible” after “Newly hired” in 2nd paragraph. Review the last paragraph wording with the City of Wheaton HR department.

IV. Adjournment: There being no further business Mrs. Porter made the motion to adjourn the meeting. Mrs. Ramp seconded the motion. No discussion was made.

Roll Call Vote

Ayes:	Ms. Porter
	Mrs. Wonser
	Mr. McDonough
Nays:	None
Abstain:	None

Motion was carried and Meeting was adjourned at 9:00 p.m.

Respectfully Submitted,

Betsy Adamowski, Library Director
Wheaton Public Library

UNAPPROVED