



**MINUTES
POLICY COMMITTEE MEETING
BOARD OF TRUSTEES
ST. CHARLES PUBLIC LIBRARY DISTRICT
JANUARY 17, 2024**

The Policy Committee Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, January 17, 2024 at 5:00 pm at the Library. Present: President Robert T. Gephart, Vice-President/Secretary Mary Kruse, Trustee Bonnie J. Dauer (Chair), Director Katherine G. Buckson and Administrative Assistant Virginia Tsipas.

I. Call to Order

Trustee Dauer called the meeting to order at 5:02 pm and established there was a quorum.

II. Policies to Review

a. Media Policy

There were only formatting changes for this policy. **Motion** by Trustee Gephart, second by Trustee Kruse, to approve the Media Policy. Carried unanimously. This policy is not required for final approval by the Board and will be posted on the Library website.

b. Notary Policy

Input from Library Notaries was received to clarify best practices in revising this policy. A web form will be developed to assist patrons in making a reservation with a Notary. **Motion** by Trustee Gephart, second by Trustee Kruse, to recommend the Board approves the Notary Policy. Carried unanimously.

c. Telecommuting Policy

This policy was rewritten with guidelines for the management team working off-site. They would be eligible to work off-site no more than 20% of their scheduled hours per week. Schedules would be planned ahead to ensure essential coverage of management staff in the Library on a given day. An unplanned off-site day would not be in addition to a planned day. A document will be provided to management staff clarifying procedures.

This is a pilot program for 2024 and the guidelines will be evaluated based on feedback, productivity and overall work performance.

A suggested revision to the policy is to remove the “scheduling” paragraph and insert the sentence “As a rule, managers are expected to have no more than 20% of their work hours scheduled remotely” either to the “eligibility” or “availability” section of the policy.

Motion by Trustee Gephart, second by Trustee Kruse, to recommend the Board approves the Remote Work Policy, with changes regarding scheduling. Carried unanimously.

d. Employee Handbook Changes for Personnel

A minor revision to the Employee Handbook is suggested to be compliant with the Illinois Paid Leave for All Workers Act. It will adjust the notice employees must give to the employer prior to taking paid time off, from two weeks to one week. The Library is compliant in giving four weeks of paid time off for all staff, prorated with each staff member’s weekly schedule.

The Board approved Administrative Recommendations for Non-Union Staff Benefits on August 30, 2023. Ms. Buckson is awaiting a recommendation from the Library attorney as to whether or not this language should be updated in the Employee Handbook. If changes to the Employee Handbook are advised, Ms. Buckson will reach out to the Committee.

Trustee Gephart asked whether changing the Employee Handbook would change prior approval of the Administrative Recommendations for Non-Union Staff Benefits on August 30, 2023. Ms. Buckson will check.

Motion by Trustee Gephart, second by Trustee Kruse, to approve changes to the Employee Handbook stating vacation for non-union staff does not pertain to union staff, requests for paid time off is required one week in advance, and vacation time can be taken in no less than thirty-minute increments, pending attorney review.

III. Communications and Citizen’s Comments

No comments.

IV. ADJOURNMENT

Motion by Trustee Gephart, second by Trustee Kruse, to adjourn the meeting at 5:54 pm. Carried unanimously.



Bonnie J. Dauer
Policy Committee Chair