

MINUTES OF THE POLICY REVIEW COMMITTEE OF THE BOARD OF TRUSTEES

DEKALB PUBLIC LIBRARY

THURSDAY, JUNE 22, 2017

2:00 P.M.

PRESENT: Carolyn Massey, Joseph Mitchell, Gary Vander Meer.

ALSO PRESENT: Emily Faulkner, Patricia Adamkiewicz

1. Call to order at 2:00 p.m.
2. Public comments – None.
3. Approval of June 12, 2017 Committee Minutes. Motion made by Vander Meer, seconded by Massey. Minutes approved.
4. Discussion/Action Items
 - a) Tutoring Policy. Faulkner presented the tutoring policy. No changes or questions concerning policy were made. The policy to be brought to Board Meeting in July for approval.
 - b) Personnel Policy. Discussion of the personnel policy continued. Standard work week is 37.5. The committee went through various sections including: work periods and breaks, attendance and punctuality, pay, performance evaluations and personnel files, and holidays and library closings. Very little information was changed.
5. Adjournment. The committee adjourned at 3:30 p.m.

Respectfully submitted,

Patricia Adamkiewicz

Deputy Administrator