

MINUTES OF THE POLICY REVIEW COMMITTEE OF THE BOARD OF TRUSTEES

DEKALB PUBLIC LIBRARY

MONDAY, SEPTEMBER 11, 2017

2:00 P.M.

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

ALSO PRESENT: Emily Faulkner, Patricia Adamkiewicz

CALL TO ORDER

Meeting called to order at 2:00 p.m.

ADDITIONS/CHANGES TO AGENDA

None

PUBLIC COMMENTS

None

DISCUSSION/ACTION ITEMS

- a) FOIA Policy. The format will change and as like other policies include a Policy Statement and Procedures. Only Director and Deputy Administrator to be listed on policy as officers.
- b) Unattended Child and Vulnerable Adult Policy. Vulnerable adult was added new. Most other changes had to do with clarifying ages of children that are unattended and the ages of caregivers. Parents are still responsible of those who are unattended. Special procedures for missing child in the library was added. The sign will be replaced by the policy/procedures.
- c) Finance Policy. The names of officers will be removed since they change. Per Diem was set in accordance with City of DeKalb.
- d) Board of Trustees Electronic Participation Policy. Remote attendance of Board Members is allowed as long as there is a quorum at the meeting. OMA allows this for reasons of illness, business or emergency.
- e) Personnel Manual Updates.
 - 1) Attendance-removing grace period. Employee only gets paid for hours worked.
 - 2) Work Periods – Vacation time can be used like sick time, can be taken in 15 minute increments after an initial first hour. Sick-Dr's note may be required in other instances.

ADJOURNMENT

Meeting adjourned at 2:30 p.m.

Respectfully submitted,

Patricia Adamkiewicz
Deputy Administrator