

## Policy & Bylaws Committee Meeting Minutes from 05/26/21

The Policy and Bylaws Committee met via Zoom on May 26th at 7am. John M, Amy, Dave, Cindy, Stacy, and Katie were in attendance to discuss the Parental Leave and Nursing Mothers draft policies as well as discuss recommendations from a lawyer to our full Personnel Manual.

### Personnel Manual:

1. Grammatical Changes: The lawyer recommended changes to include capitalizing all mentions of the word Director. Adding a few apostrophes and other minor changes to be made. Katie will make these changes.
2. Drug & Alcohol: The lawyer stated that we are not subject to federal regulations and that it is unnecessary to state that we comply with federal regulations. After discussion the committee agreed to remove the sentence per the lawyer's recommendation.
3. Compensatory Time: Based on discussions with the Budget and Personnel committee and in order to comply with a rising minimum wage the recommendation is to remove the Sunday time-and-a-half benefit for employees. Doing so could save the library \$10-14,000 annually. John M moved to remove Sunday pay from our personnel manual: "Non-classified and classified part timers are paid time and a half for any hours they work on Sundays. For each 1 hour worked on a Sunday, full time employees may choose to either earn 2 hours compensatory time or be paid time and a half. Due to the nature of the work, this policy does not apply to the janitor position." Cindy seconded the motion. Motion passed.
4. Extended Leave of Absence: The lawyer made comments about our procedures for benefit premiums and recommended clarifications. The committee agreed to add "other optional premiums" to the section discussing what premiums will continue to be paid, to add the word "Extended" before unpaid to clarify which leave an employee has to pay their premiums for, to add "Unless other arrangements are made with the Director in writing" before the sentence about how employees make payments for their premiums, and to add reference to an employee returning to their previous position or equivalent.
5. Worker's Comp: The lawyer made recommendations to remove references to FMLA in the worker's comp section. The committee agreed on removing those references. Katie would like to reach out to the City about the wording and process for worker's comp as the City administers our worker's comp policy. The other recommended changes by the lawyer will be tabled until we receive feedback from the City.
6. Significant Other: Cindy made the recommendation to update all references in the personnel manual to immediate family to include the phrase "or significant other" to be consistent with our draft Parental Leave policy. Katie will update the entire document with those changes.

### Parental Leave Draft:

1. The lawyer recommended we clarify our leave provision in terms of the length of service. The committee agreed to change the provision to state that an employee must work 12 consecutive months in order to be eligible for parental leave.
2. The lawyer also recommended that we spell out section H with regards to how benefits will remain the same. The committee agreed to modify that section to mimic that of our Extended Leave policy. Amy will draft this language.

Nursing Mothers Draft:

1. The lawyer stated that we are not subject to providing a space for patrons, only employees. After discussion, the committee agreed to make this policy for employees only. The committee/board can take up the drafting of a nursing mothers policy for patron use at a later date. Katie will remove all references to patrons from this draft.

The above mentioned changes will be made to the drafts. All three documents (Personnel, Parental Leave, and Nursing Mothers) will be submitted to the full board for consideration. A special board meeting will need to be called to bring these drafts for a vote. Stacy and Katie will work to schedule this special meeting.

Meeting adjourned at 8:15am.