

Meeting of the Operations Committee of the Byron Public Library District
November 12, 2018

Committee Members Present: Susan O'Neil and David Conley

Also Present: Emily Porter, Director

Absent: Rich Pleniewicz

Mrs. O'Neil called the meeting to order at 4:06 p.m.

Mrs. Porter presented a draft of the policy manual with suggested changes:

- She recommended that the Personnel Records Policy be removed from the Policy Manual and moved to the Employee Handbook.
- Mr. Conley recommended that the language in the Circulation Policy change from "Reserves" to "Holds" to remain consistent.
- Mrs. Porter suggested that Sunday hours are extended an hour from 4:00pm to 5:00pm to be more consistent with other weekend closing times.
- Mrs. Porter updated the Record Retention Policy and Prevailing Wage Policy in accordance with Illinois State Library recommendations.
- As a Per Capita Grant requirement for 2019, Mrs. Porter recommended a new Reference Policy that included Readers' Advisory services.
- Mrs. Porter recommended that the library combine the Circulation Policy, the Fines and Fees policy, and the ILL policy to create a comprehensive Library Material Policy.

Mrs. Porter presented new policies as well. She recommends the adoption of a Carrying Guns on Library Property policy, a Test Proctoring Policy, and an Unattended Child Policy, all of which were sourced from the Illinois State Library.

The Employee Handbook was also reviewed. Along with the inclusion of the Personnel Record Policy, Mrs. Porter suggested that the board adopt a General Leave of Absence Policy, which allows staff to request an unpaid leave of absence for 30 days after all available paid time off has been exhausted. Mrs. Porter also recommended that the board adopt a resolution to increase the standard IMRF benefit from 600 hours per year to 1,000. This change would not affect current employees, only future staff.

Mrs. Porter noted updates to the progress of the Strategic Plan. Specifically, Ms. Gyorkos has begun working on a style guide for the electronic sign and Mrs. Hedges offered to join the Women's Club in order to represent the library. Mrs. Porter has begun reorganizing the first floor to accommodate a teen space. She also has begun selling k-cups and cold drinks, as well as a few snacks.

Mrs. Porter also suggested that she ask Ancel Glink about a few policies next year (Confidentiality of Records, Fund Balance Policy, Investment Policy). At the time of the meeting, Mrs. Porter was still waiting for an updated Ethics Policy and a Social Media Policy. She also noted that the library must perform a Review of Insurance in Spring of 2019.

The meeting adjourned at 5:16 p.m.

Respectfully submitted,
Emily Porter, Director

Approved December 12, 2018