

HINSDALE PUBLIC LIBRARY

Policy Committee Minutes

December 6, 2017

Present: Margaret Berg, Chair; Mary Bock, Trustee; Susan Blumberg-Kason, Trustee; Laura Tortorello, Trustee; Karen Keefe, Executive Director; Jeff Lewandowski, IT Manager; Nancy Marvan, Office Manager

The meeting was called to order at 7:00 p.m.

Minutes

On a motion by Laura Tortorello and seconded by Susan Blumberg Kason, the minutes from the September 20 meeting were unanimously approved.

Sexual Harassment Policy

Trustee Berg reviewed the Public Act requiring the Library to not only have a sexual harassment policy, but also to have a resolution acknowledging the policy. Keefe explained that the relevant sections of the Library's Personnel Policy would make the Library compliant. The committee reviewed recommended changes to this section of the policy. Trustee Tortorello confirmed with Executive Director Keefe that the wording regarding harassment did not limit claims to a protected class.

On a motion by Mary Bock and seconded by Laura Tortorello, the committee unanimously approved the motion to recommend that the Board approve the revised Sexual Harassment portion of Personnel Policy.

Personnel Policy

Trustee Berg confirmed that the Finance and Personnel Committee has already reviewed the Personnel Policy and that their recommendations are incorporated into the draft shared with the Policy Committee.

The Policy Committee reviewed up to Section 500 of the Personnel Policy. The committee recommended wording changes to sections regarding information requests, hiring practices, bullying, and compensatory time.

The committee will review the rest of the policy at their next meeting.

Other Business

Trusted Bock asked if the Library had a policy/procedures for responding to an active shooter scenario. Keefe explained that they did, and that it had been developed with input from the Hinsdale Police Department.

There being no further business, the meeting was adjourned at 7:56 p.m.

Approved: January 10, 2018

