

HINSDALE PUBLIC LIBRARY

Policy Committee Minutes

January 10, 2018

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

Absent: Mary Bock, Trustee

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

Minutes

On a motion by Susan Blumberg-Kason and seconded by Laura Tortorello, the minutes from the December 6 meeting were unanimously approved.

Personnel Policy

The Policy Committee resumed their discussion at Section 500 of the Personnel Policy. The committee recommended:

- adding that personal time should not be used in conjunction with vacation time
- determining if Voting Time was still required given the prevalence of the ease of early voting options
- adding that Paid Family Leave may be used for serious illness experienced by the employee
- adding that paid sick leave must be used before Paid Family Leave is taken

The committee also discussed personal device and social media use by employees.

Executive Director Keefe will make the requested changes and send the revised policy to the Management Association for review.

PCI Security Policy

The committee reviewed the policy and suggested a few formatting changes.

There being no further business, the meeting was adjourned at 7:51 p.m.

Approved: April 17, 2018

