

Board of Trustees
October 11, 2011
Policy & Personnel Committee Meeting
6:00 P.M.

1. Call to order—The meeting was called to order by Chairman Stephanie Daujatas at 6:05 P.M.
2. Roll call—The following committee members were present: Stephanie Daujatas, Phillip Lukacek, Tom Miller, and Karen Miller.

Also present: Trustee Kevin Ryan and Administrative Librarian Carol Hall

3. Discussion of Fines & Fees Policy—The committee discussed proposed changes to the policy.
The committee will recommend to the full Board that the \$.15 ILL fee be changed to \$.10. Since it is no longer required that ILL materials be returned to the library where they were picked up, this label can be eliminated.

It was also agreed that assessing a fee of \$5.00 for a lost/unreturned guest computer pass would be appropriate. The fee would help to offset the cost to create the pass. Five dollars is the threshold for preventing computer use. The fee could be removed or reimbursed if the pass is returned within two weeks.

4. Discussion of Library Card application—The committee reviewed the proposed changes to the application card and saw no problem with making the changes.
5. Discussion of Trustee Resource File Contents—The committee discussed what would be appropriate for a resource file. We will revisit this next month. Carol has copies of all the books she listed; she will have a sample file to show us next month.
6. Discussion of Personnel Policy—The committee discussed the policy draft- thank you to Carol for a great job on the policy so far.
Page 20—Photocopying: The committee recommended that an employee be allowed to make limited copies...
Employee insurance for car—The committee recommended that the policy state that Illinois State Laws must be followed at all times.
Probationary time—The committee recommended that a probationary period of ninety days be retained in the policy.
Page 15-Holiday closing—The committee expressed concern that the current policy results in closing the library for four consecutive days when Christmas Eve/Christmas Day and New Year's Eve/New Year's Day fall on a Saturday and Sunday. It was suggested that we eliminate the "Saturday" clause.
The policy will remain in committee for more work.

7. Adjournment—Motion to adjourn the meeting at 7:08 P.M. by Stephanie Daujatas, 2nd by Tom Miller.

The motion carried on a voice vote and the meeting was adjourned.

Stephanie Daujatas, Secretary

Karen Miller, President