



**AURORA PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES  
POLICY AND PERSONNEL COMMITTEE  
MEETING AGENDA  
FEBRUARY 15, 2023  
6:00 p.m.  
SANTORI LIBRARY  
JOHN AND JEAN SAVAGE BOARD ROOM**

- I. Call to order
- II. Roll Call
- III. Approval of minutes of the January 18, 2023 meeting
- IV. Public comments
- V. Employee Handbook Review: Introduction; Library History (discussion)
- VI. Employee Handbook Review: Hiring of Relatives; Emergency Closing; Sick Time; Bereavement Leave; Retirement; Separation from Employment; Social Media Guidelines; Performance evaluations; Rest and Meal Periods; Use of Electronic Equipment; Personal Devices; Classification of Employment; Work Hours and Attendance; Hours and Compensation; EEO Policy; Drug Free Workplace; Confidentiality; Conflict of Interest; Safety in the Workplace; Visitors; Personnel Files; Personal Property; Parking; Smoking; Solicitation. (discussion)
- VII. Employee Handbook Review: full document (action)
- VIII. Project Plan Review and Next Steps (discussion)
- IX. Collection Development Policy revisions (discussion)
- X. Adjournment