



**AURORA PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
POLICY AND PERSONNEL COMMITTEE
MEETING MINUTES
FEBRUARY 15, 2023**

CALL TO ORDER: at 6:04 p.m.

Present: Trustees Paul LaTour and Matthew Orr

Absent: Sandeep Londhe

Also present were Executive Director Michaela Haberkern and Human Resources Manager Brenda Blough.

APPROVAL OF MINUTES OF JANUARY 18, 2023 COMMITTEE MEETING:

Matthew Orr moved and Paul LaTour seconded to approve the minutes of the January 18, 2023 committee meeting.

All in favor, minutes approved

COMMITTEE MEETING 01-18-2023 MINUTES APPROVED

PUBLIC COMMENTS: None.

REVIEW OF INTRODUCTION; LIBRARY HISTORY

Brenda reviewed the changes suggested to these sections by the library's equity, diversity, and inclusion consultant, Reesheda Graham Washington.

REVIEW OF 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

Brenda reviewed the changes suggested to these sections by the library's equity, diversity, and inclusion consultant, Reesheda Graham Washington.

REVIEW OF FULL DOCUMENT

Brenda briefly reviewed the full text of the employee handbook with the committee. The committee directed staff to bring the handbook to the full board for discussion at the February meeting.

PROJECT PLAN REVIEW

Michaela discussed the final steps of the employee handbook project with the committee. The document will go to the full board for discussion in February and for approval in March. Staff will have the handbook in final format for the full board's March review.

COLLECTION DEVELOPMENT POLICY REVISIONS

Michaela reviewed proposed changes to the Collection Development Policy with the committee. The committee directed staff to bring the policy to the meeting of the full board in February for approval.

ADJOURNMENT

Matthew Orr moved and Paul LaTour seconded to adjourn at 6:52 p.m.
All in favor, meeting adjourned.

CERTIFIED TO BE A TRUE COPY

mh



Chair, Policy and
Personnel Committee