



**AURORA PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
POLICY AND PERSONNEL COMMITTEE
MEETING MINUTES
SEPTEMBER 21, 2022**

CALL TO ORDER: at 6:03 p.m.

Present: Trustees Paul LaTour, Sandeep Londhe, Matthew Orr

Absent: None

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

APPROVAL OF MINUTES OF AUGUST 11, 2022 COMMITTEE MEETING:

Sandeep Londhe moved and Matthew Orr seconded to approve the minutes of the August 11, 2022 committee meeting.

All in favor, minutes approved

COMMITTEE MEETING 08-21-2022 MINUTES APPROVED

PUBLIC COMMENTS: None.

**REVIEW OF HIRING OF RELATIVES; EMERGENCY CLOSING; SICK TIME; BEREAVEMENT LEAVE; RETIREMENT;
SEPARATION FROM EMPLOYMENT**

Brenda reviewed the changes recommended at the last meeting. The committee discussed in detail the hiring of relatives policy, including a review of the policies of other libraries.

**REVIEW OF DRESS CODE AND GUIDELINES FOR CONDUCT; FMLA; SEXUAL HARASSMENT AND BULLYING;
REASONABLE ACCOMMODATION; WHISTLEBLOWER**

Brenda discussed with the committee the topics under review. The committee paid particular attention sexual harassment and bullying policies, and discussed the guidelines for conduct extensively. The committee suggested that staff add wordage describing desirable conduct more fully, and using subject headings to better organize inappropriate conduct.

ADJOURNMENT

Sandeep Londhe moved and Matthew Orr seconded to adjourn at 7:13p.m.

All in favor, meeting adjourned.

CERTIFIED TO BE A TRUE COPY

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Chair, Policy and Personnel
Committee