

**POLICY AND PERSONNEL COMMITTEE MEETING
BOARD OF LIBRARY DIRECTORS
AURORA (ILLINOIS) PUBLIC LIBRARY**

JANUARY 22, 2020

CALL TO ORDER: at 5:02 p.m.

Present: Trustees Melinda Riddick, Eva Serrano, Andrew Smith

Absent: John Savage

Also present Executive Director Michaela Haberkern, Deputy Director Tom Spicer, Director of Neighborhood Services Heather Sturm, Human Resources Manager Brenda Blough and Administrative Assistant Kim Gautschi

MINUTES OF THE MAY 14, 2019 POLICY AND PERSONNEL COMMITTEE MEETING:
Melinda Riddick moved, seconded by Eva Serrano to approve the minutes of the May 14, 2019 Policy and Personnel Committee Meeting minutes.

ADDITIONS/CHANGES TO THE AGENDA:

None

PUBLIC COMMENTS:

None

NEW BUSINESS:

Code of Conduct Policy

Michaela introduced the changes to the existing policy to the committee. The policy sets the tone for how people behave in the library. Our goal is to create an environment where the library is safe and comfortable for all customers and to be able to use this policy as a guiding document for the staff.

Staff propose folding the Snack Policy and the Security Camera Policy into this Customer Behavior Policy. Andrew Smith suggested that we name the policy the Customer Behavior and Security Policy to better describe the intent of the policy. We will ask the full board to rescind those policies as their content will be covered in this one.

Eva Serrano moved, seconded by Melinda Riddick for the Policy and Personnel Committee to recommend the Customer Behavior and Security Policy to the full board for approval.

Yes: Riddick, Serrano, Smith

No: None

Abstain: None

Absent: Savage

Motion Carried

**POLICY AND PERSONNEL COMMITTEE APPROVES THE RECOMMENDATION TO
THE FULL BOARD TO APPROVE THE CUSTOMER BEHAVIOR AND SECURITY
POLICY**

Snack Policy

Staff recommend that the Snack Policy be rescinded as it will be part of the Customer Behavior and Security Policy.

Melinda Riddick moved, seconded by Eva Serrano for the Policy and Personnel Committee to recommend rescinding the Snack Policy to the full board for approval.

Yes: Riddick, Serrano, Smith

No: None

Abstain: None

Absent: Savage

Motion Carried

POLICY AND PERSONNEL COMMITTEE APPROVES THE RECOMMENDATION TO THE FULL BOARD TO RESCIND THE SNACK POLICY

Security Camera Policy

Staff recommend that the Security Camera Policy be rescinded as it will be part of the Customer Behavior and Security Policy.

Eva Serrano moved, seconded by Melinda Riddick for the Policy and Personnel Committee to recommend rescinding the Security Camera Policy to the full board for approval.

Yes: Riddick, Serrano, Smith

No: None

Abstain: None

Absent: Savage

Motion Carried

POLICY AND PERSONNEL COMMITTEE APPROVES THE RECOMMENDATION TO THE FULL BOARD TO RESCIND THE SECURITY CAMERA POLICY

Pay Plan for Non-Bargaining Unit Employees

Brenda highlighted proposed changes to the pay plan for non-bargaining unit employees, which has not been updated since 2015. In order to attract and retain the best people, the library aims to match the market and be competitive. Brenda analyzed data from several different library salary surveys and came up with a plan that keeps us competitive with other libraries. We compared our plan to Naperville, Rockford, Fountaindale and Gail Borden. This plan establishes a minimum, a midpoint, and a maximum salary for non-bargaining unit employees.

Eva Serrano moved, seconded by Melinda Riddick for the Policy and Personnel Committee to recommend the Pay Plan for Non-Bargaining Unit Employees to the full board for approval.

Yes: Riddick, Serrano, Smith

No: None

Abstain: None

Absent: Savage

Motion Carried

POLICY AND PERSONNEL COMMITTEE APPROVES THE RECOMMENDATION TO THE FULL BOARD THE PAY PLAN FOR NON-BARGAINING UNIT EMPLOYEES

ADJOURNMENT

On a motion by Eva Serrano seconded by Melinda Riddick the Policy and Personnel Committee voted unanimously to adjourn at 5:55 p.m.

All in favor.

Motion carried.

**ADJOURNMENT
CERTIFIED TO BE A TRUE COPY**

Committee Chairperson (Member)

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