

CENTRALIA REGIONAL LIBRARY DISTRICT
JUNE 7, 2022
PERSONNEL & POLICIES COMMITTEE MEETING

DATE: June 7, 2022

TIME: 9:30 a.m.

PLACE OF MEETING: The Centralia Regional Library District Board of Trustees Personnel & Policies Committee met in the Monken Activity Room at the Library on Monday, June 7, 2022. The Meeting was called to order at 9:30 a.m. by Committee Chair Tracey Starr.

MEMBERS PRESENT: Starr, Vicky Benjamin, Karen Bounds, Bev Virobik, Julie Boltz.

MEMBERS ABSENT: None

OTHERS PRESENT: Diana Donahoo, Tammy Wendling.

PUBLIC COMMENT: None.

The purpose of this meeting was to review the Personnel Policy Handbook. Starr led the discussion as the members read through each section looking for items that need to be updated and/or additions that need to be made.

The consensus of the committee:

- add wording to "Lunch Periods and Work Breaks (page 8) to include "for a shift over 7 ½ hours" as in the Illinois Labor Laws.
- Check into the current laws for Pregnancy Leave (page 10), Parental Leave (page 11), the Anti-Harassment Policy (pages 13-15), and the Drug and Alcohol Free Library Policy (page 16).

Meeting adjourned at 10:15 a.m.

Minutes prepared by: Diana Donahoo, Library Director