

**Elmwood Park Public Library**  
**Bylaws, Goals, Policy, Personnel Committee Minutes**  
**November 15, 2016**

1. Call to Order

Chairperson Rivera called the meeting to order at 7:00 p.m.

2. Roll Call

Present: Trustees John Rivera, Chris Pesko, and Elsa Volpe

Also present: Library Director Tiffany Verzani, Assistant Director Jason Stuhlmann

3. Unfinished Business

a. Policy updates

- i. Sick Leave – The committee reviewed the new addition to the Employee Handbook which is in compliance with new state law in effect January 1, 2017.
- ii. Social Media – The committee reviewed the update to our existing Social Media policy within the Employee Handbook.
- iii. Email – The committee reviewed the update to our existing Email policy within the Employee Handbook. Changes were made so it did not repeat what is in the Social Media policy and to refer to the No Harassment section of the handbook.
- iv. Travel Reimbursement – The committee reviewed the new policy which is required by the Local Government Travel Reimbursement Control Act. The Library Director explained that the Library already uses the IRS/GSA travel guidelines when planning such expenses and already bring out-of-state travel to the board for approval. The Library Director also confirmed with our attorney on how tips are handled, which is included in the maximum meal reimbursement, not on top of it. The Library will have to approve the policy and then approve a formal resolution adopting the policy. The administration office developed a new expense tracking and reimbursement form for specific use with this policy.

4. New Business

i. Personnel

1. Director Verzani asked if we should be considering updating the Salary Scale as it has been in effect for two years and should be regularly updated so it does not fall behind. After much discussion, the committee and staff felt that the starting salaries are acceptable for someone hired with no experience, and that effort should be made to identify the high performing staff who need to be at a mid-point range instead of continually moving everyone up, thus making annual reviews and merit raises less effective.
2. The Library Director informed the committee that a department head is writing a proposal to move a full-time staff member up one pay grade in relation to graduate school/MLS and taking on more responsibility in the department. The proposal will be forthcoming and considered in staffing evaluations and budget planning.

b. Policies

- i. Travel Expense Reimbursement Resolution – A board approved resolution is required by the new travel reimbursement act, cited above in the minutes. The Resolution simply takes the policy and inserts in in a resolution format, which needs to be approved, signed by the Secretary, filed, and published.
- ii. The Library Director proposed joining the Fund for Illinois Libraries through the Illinois Library Association. While any individual can donate to the library and deduct it from their taxes, some corporate, business or individual donations can only be made to an organization that is a 501(c)(3).

Government entities, including libraries, cannot become 501(c)(3), as they are not charitable organizations. Our Friends could, but choose not to due to the costly filing fee, and instead register as a certified charity with the State.

In order to have this option for donors, we can join the Fund for Illinois Libraries, which can accept such donations and pay them directly to us, minus a small administrative fee. Library Director Verzani shared a draft of a donation brochure outlining way to give and took suggestions from the committee.

c. Goals

- i. The committee reviewed the Q2 Strategic Plan report and asked that there be more narrative added.

5. On a motion from Chris Pesko and seconded by John Rivera, the meeting was adjourned at 7:53 p.m.

A handwritten signature in black ink, appearing to read "John Rivera", with a long horizontal flourish extending to the right.