

Carbondale Public Library Board of Trustees
Personnel Committee Meeting
405 W. Main Street, Carbondale, IL 62901, Library Meeting Room
Thursday, December 7, 2023, 12 p.m.

MINUTES

Call to order.

The meeting was called to order at 12:00 p.m.

Roll call.

Board of Trustees present: Roland Person, Chair; Don Prosser; and Joyce Hayes

Staff present: Jennifer Robertson, Director

Visitors present: None

Introductions, audience and visitors. Visitors are asked to introduce themselves at this time and present any issues they wish to discuss. Visitors wishing to address specific agenda items will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes. The Library Board may cut short any comments that are irrelevant, repetitious, or disruptive. (Id. at 1425-26).

Discuss and approve revised vacation and leave policies.

The committee discussed the proposed changes to the library's vacation policy for full-time employees and leave policy for part-time employees. The goal is to approve a policy at the regular board meeting in December so that the library meets the standards for the Paid Leave for All Workers Act (PLAWA) going into effect on January 1, 2023.

Committee member Don Prosser suggested the following amendments to the proposed policies: (1) Amend the language in Sick Leave to outline the need for part-time employees to declare when they are using sick time. (2) Amend the language in Paid Leave for Part-Time Employees to explain when paid leave begins and expires annually. (3) Amend the language of Vacation Leave for full-time employees to Vacation and Leave Time, and (4) Combine Personal Time with Vacation and Leave Time. In addition, the committee noted the importance of posting the new policies for staff and ensuring that vacation and leave time are accounted for on paystubs.

Roland Person motioned to approve the policies with the outlined amendments. Joyce Hayes seconded the motion. The motion was approved unanimously. The Board of Trustees will vote on the amended policies at the December 13, 2023 Board Meeting.

Adjournment.

The meeting was adjourned at 12:21 p.m.

Respectfully submitted:

Roland Person, Secretary

Prepared by: Jennifer Robertson, Library Director