

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

Personnel Committee of the Whole Meeting of the Board of Trustees

Held in the Third Floor Meeting Room of the Library

May 9, 2023 at 7:00 p.m.

Committee Chair Rapisand opened the Personnel Committee meeting at 7:39 p.m.

**ROLL CALL**

Trustees Present:           Alexandrea Hanba, Josh Kiem, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan

Others Present:             Joanna Bertucci, Library Director; Angela Berger and Alyson Doubek, Library staff

Trustee Thiagarajan made a

**MOTION:**                 to approve the minutes of December 13, 2022

Secretary Powers seconded the motion.

Roll Call vote:     Yes: Hanba, Kiem, Powers, Renaldi, Rusk, Somheil, Thiagarajan

Abstain: Rapisand

**Motion passed**

**EMPLOYEE HANDBOOK SECTION 1**

Trustee Rapisand thanked Director Bertucci and Ms. Doubek for their work in taking the City of Park Ridge handbook and modifying it to be applicable specifically for the Library. Director Bertucci explained that currently, the Library is using the City's Employee Handbook with an appendix to cover policies where there are differences between City and Library policy. The new handbook will take applicable portions of both sections and combine them into a single manual for the Library's use. She further explained that the material included in tonight's packet are the first of three sections of the handbook that will be reviewed. She began by reviewing the memo on page 12 of the packet that highlights recommended changes to each policy.

Discussion ensued among the committee as to the format, content, definitions and organization of these policies. Suggestions were made for changes to remove language that is more procedural in nature, that provides greater clarity, and allow for more simplified management of the handbook in the future. Director Bertucci stated that she will incorporate suggested changes and if possible, add approval to the New Business portion of the Board agenda for the May 16, 2023 meeting. If additional time is required to complete the changes, the revisions will be brought to the June 13, 2023 COW meeting along with Section 2 of the revised handbook.

**OTHER**

None

Meeting adjourned at 8:35 p.m.