

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 First Floor Meeting Room of the Library

June 13, 2023 at 7:00 p.m.

Committee Chair Rapisand opened the Personnel Committee meeting at 7:08 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, Alyson Doubek and John Priala, Library staff

Trustee Renaldi made a

MOTION: to approve the minutes of May 9, 2022

Secretary Powers seconded the motion.

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

Motion passed

EMPLOYEE HANDBOOK SECTIONS A, B, C AND D

Trustee Rapisand stated that she, along with President Hanba, met with Director Bertucci and Ms. Doubek to review these section of the employee handbook. She 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 directed the committee's attention to the memo on page 10 of the packet which explains the background on revision made to the manual after the May committee meeting. Highlights of the revisions include the addition of a solicitation policy which was suggested by President Hanba, renaming of the Dispute Resolution policy, and making the Whistle Blower section more prominent. She clarified that Sections A through C have already been reviewed by the Committee at its May meeting.

Director Bertucci noted changes to Section D – Compensation and Benefits that were made from the original City of Park Ridge Handbook and Library Appendix. These changes are detailed on page 11 of the packet and include adding required language regarding payroll deductions that did not exist in previous manual, adding a policy on Bloodborne Pathogens, as required by the Illinois State Library, and modifying the Tuition Reimbursement policy to provide for reimbursement for doctoral level coursework.

Discussion ensued among the committee members with Trustee Powers inquiring about the distinction in the Workers Compensation policy between major and lesser offenses. Director Bertucci replied that the language there was maintained from the City's Employee Handbook as the City continues to manage the Library's Workers Compensation claims. Trustee Rusk asked if there were any policies that might benefit from being reviewed by legal counsel. President Hanba stated her opinion that the policies are consistent with current best practices. Trustee Rusk stated his opinion that it would be better to err on the side of caution in decisions to refer policies for legal review. There was consensus among the committee that they will wait until all sections of the handbook are completed and then approve the entire handbook, rather than approving individual sections.

OTHER

None

Meeting adjourned at 7:26 p.m.