

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

July 11, 2023 at 7:00 p.m.

Committee Chair Rapisand opened the Personnel Committee meeting at 7:18 p.m.

ROLL CALL

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

Trustees Absent: Josh Kiem, Theresa Renaldi

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

Trustee Thiagarajan made a

MOTION: to approve the minutes of June 13, 2023

Trustee Hanba seconded the motion.

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

Motion passed

EMPLOYEE HANDBOOK SECTIONS E

Director Bertucci noted the memo on page 6 of the packet that details the proposed changes to the Employee Handbook - Section E – Leave Time. The draft Section E begins on page 14 of the packet. Director Bertucci explained that an additional holiday, Juneteenth, is proposed. The addition of the holiday is common in libraries and the City of Park Ridge has added it to their paid holiday schedule.

Leave time for Vacation, Sick Time and Paid Time Off (PTO) is being revamped. Currently, those employees hired by July 1, 2014 accrue Sick and Vacation time and those hired after that date accrue PTO. Within the group accruing PTO, there is a distinction between full-time librarians vs. other full-time staff with librarians currently accruing more PTO. The proposal is to remove the distinction among staff with all employees accruing PTO at comparable rates. Also being proposed is the removal of the existing step plan for increases in PTO which is felt to be overly complicated. In addition to the above changes, an overall across the board increase in the amount of PTO being accrued is proposed. PTO for half-time employees will also be adjusted accordingly.

Paid Parental Leave is a new benefit policy being proposed and would provide for six weeks of paid leave. Pages 8 and 9 of the packet contain information on paid parental leave being provided by other area libraries. Discussion ensued among the trustees with regard to the accrual of time off during paid vs unpaid leaves, the interaction between the proposed leave and FMLA and the availability of medical insurance during a leave.

Trustee Rapisand made a

MOTION: to approve Sections A, B, C, D and E of the Park Ridge Public Library Employee Handbook, as proposed, with all updates to take effect on Sunday, August 6, 2023

Trustee Hanba seconded the motion.

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

Motion passed

OTHER

None

Meeting adjourned at 7:56 p.m.