

**Forest Park Public Library  
Policy Committee Meeting Minutes  
Wednesday, January 5<sup>th</sup> 2022 @ 4 PM  
Community Room**

Committee Members: Susan Farnum, Rafal Radomski, Brooke Sievers (Chair), Pilar Shaker,

**Opening of Meeting**

- A. Meeting was called to order at 4:02 PM by Brooke Sievers
- B. Roll Call:  
Farnum- Present, Radomski- Present, Shaker – Present, Sievers - Present
- C. Approval of Agenda:  
Motion was made by Shaker, seconded by Farnum. The motion passed with all in favor
- D. Guest: None
- E. Approval of Minutes:  
Minutes from July 13, 2021 policy committee meeting were reviewed. A motion was made by Shaker to approve the minutes, the motion was seconded by Farnum. The motion passed with all in favor.

**New Business**

- A. A motion was made by Shaker to approve the revisions to the material reconsideration policy, the motion was seconded by Radomski. The motion passed with all in favor.
  - Discussion – The group agreed that no new revisions were necessary.
- B. A motion was made by Shaker to approve the new Telecommuting Policy, the motion was seconded by Radomski.
  - Discussion – Sievers and Radomski suggested edits to section III, part L to remove the word “shared” and clarify what type of public WiFi network would be problematic. Radomski suggested an edit to section III, part J to add language requiring update virus protection on personal devices to be used for work purposes. Sievers and Farnum suggested the addition of a date range for proposed telecommuting periods and recommended an edit to the agreement section to note that the agreement ends at the end of the date range requested or when cancelled by either party. Farnum suggested the removal of the word “home” from the request form. Radomski pointed out a typo in the word “child” on the request form. Shaker noted that the policy references a reimbursement policy that doesn’t yet exist and Sievers asked that this be created to go with the telecommuting policy.  
The motion passed to approve the policy as amended with all in favor.
- C. A motion was made by Shaker to approve the New ADA Policy, the motion was seconded by Radomski.

- Discussion – Shaker noted that this policy is not a requirement and really just reiterates the ADA laws along with the accommodations the Library can make for people with disabilities. She further noted that the reason she put it forward was because the Library’s strategic plan includes access priorities so she thought it was something the committee might want to consider as a way to show the Library’s commitment to creating an accessible environment. Sievers asked if there was anything in the policy that changed or added to what the library already does. Shaker noted that it did include a process for issuing complaints. Sievers suggested that the Library’s commitment to accessibility didn’t need to be in the form of a policy and shared an accessibility commitment from a local business. Farnum and Radomski agreed that the statement was a good idea. Shaker shared that a new Accessibility Committee was being formed and that the development of such a statement might be a good charge for that committee. Sievers agreed.

The motion failed with all opposed.

D. Shaker made a motion to approve the new Whistleblower Policy, the motion was seconded by Radomski.

- Discussion – Sievers asked if this policy was necessary since the board had already voted to use the County State’s Attorney as our auditing official. Shaker indicated that this policy provided guidance for how and when to initiate that process but that she didn’t think it was a requirement. Shaker shared that the Library is obligated to update the staff annually on the whistleblower law and the selected auditor, she had previously planned to make that part of the staff wiki and to remind folks annually to review it. Farnum noted that the policy as written didn’t actually make the process very clear. Sievers suggested that the processes could simply be included in the statement on the staff wiki and that a policy may not be necessary.

The motion failed with all opposed.

E. Shaker made a motion to approve the revisions to the paid time off policies, Radomski seconded the motion.

- Discussion – Sievers asked that part time vacation be accrued and not given in a “dump.” Sievers asked that a second tier of vacation accruals be added to award longevity. Sievers asked that section “D” be removed so that the policy would apply to all part time employees. Shaker shared that two existing employees were currently earning vacation under an old policy that predated her tenure that they had been allowed to “grandfather” into. Shaker asked if the group wanted to have those two employees moved to this new format, which would impact them negatively, or be allowed to carry on with their existing plan. Sievers suggested that they be allowed to continue with their current plan but asked that this be written into the policy.

The motion passed as amended.

**Adjournment**

Sievers adjourned the meeting at 5:23.

Respectfully submitted,

Pilar Shaker  
Director