

**Forest Park Public Library
Policy Committee Meeting Minutes
Thursday, September 29th 2022 @ 4 PM
Director's Office**

Members: Susan Farnum, Rafal Radomski, Brooke Sievers (C), Pilar Shaker, Celesia Leonard

Opening of Meeting

- A. Meeting was called to order at 4:10 PM by Brooke Sievers
- B. Roll Call: Farnum/Pres, Radomski/Ab, Shaker/Pres, Sievers/Pres, Leonard/Ab
- C. Approval of Agenda: The agenda was approved with all in favor
- D. Guest: None
- E. Approval of Minutes:
Minutes from 1.5.2022 committee meeting were reviewed and approved with all in favor.

New Business

- A. Revisions to the Break and Meal Break Policy (Part B) were discussed. The suggested revision to change from four hours consecutively worked to five hours consecutively worked passed with all in favor. Minor revisions were made to clarify that all employees are always welcome to take necessary comfort breaks throughout their shifts and to make the policy language less passive.
- B. Revisions to the Break and Meal Break Policy (Part D) were discussed. There was general agreement that the idea of an added Wellness Break Policy was good and that the policy as written was a good start. Sievers suggested that it may be best to table the new policy until a new Director was in place because oversight will be necessary to ensure that it is applied equitably and that appropriate tracking systems are in place. The Committee agreed to table this revision.
- C. Revisions to the Bereavement Leave Policy, formerly the Death in the Family Policy, were discussed. Shaker noted that in order to make the requisite updates without decreasing existing limits she had to make revisions that weren't entirely streamlined. Sievers suggested that for equity and ease of application all bereavement leave requests associated with the loss of a qualifying family member be allotted a 10 day leave period. The Committee agreed. In cases of losses associated with fertility and starting a family (excluding stillbirth) the leave will be 5 days. Language was added to allow for intermittent use and the requirement that leave be used within 60 days was eliminated. Other minor changes were made to make the language within the policy gender neutral.

Adjournment

Sievers adjourned the meeting at 4:39.

Respectfully submitted,
Pilar Shaker, Director