

RAILS
REACHING ACROSS ILLINOIS LIBRARY SYSTEM
Policy Committee Meeting
April 22, 2016 at 10:30 a.m.

Minutes

1. Welcome and Roll Call

Mr. Barry, Committee Chair, called the meeting to order at 10:30 a.m. at the RAILS East Peoria service center.

Committee members present at East Peoria: Dave Barry, Nann Hilyard, Dane Ward

Committee members present at Burr Ridge: Kerry Pearson

Via teleconference: Sarah Armstrong

Others Present at East Peoria: Mary Jo Matousek, Karen Bersche, Dee Brennan, Justin Schmidt, Mary Witt, Emily Fister

Others Present at Burr Ridge: Jane Plass, Barb Brooks

2. Designation of Minute Recorder

Ms. Fister was designated as minute recorder.

3. Roll Call of Videoconference Sites

There were no attendees at the other sites.

4. Adoption of Agenda

Mr. Ward moved and Ms. Hilyard seconded for the adoption of the agenda and the motion was unanimously approved.

5. Approval of Minutes:

Mr. Ward moved and Ms. Hilyard seconded for the approval of the minutes of the February 26, 2016 Policy Committee meeting, and the motion was unanimously approved.

6. Policy Committee Chair Report

There was no report.

7. Draft Social Media Posting Policy

Ms. Witt reported that changes have been made per the discussion from the February Policy Committee meeting. She said the RAILS attorney supplied an explanation for the RAILS page not being designated as a public forum.

Mr. Ward moved and Ms. Hilyard seconded that the Social Media Policy be recommended to the full Board for approval. The motion was unanimously approved.

8-10. Revision of Personal Time, Vacation Time Policy and Sick Time Policy

Ms. Brennan stated the revisions of the Personal time policy were presented at the February meeting and some suggested changes have been made. Ms. Brooks reported that the three policies were revised for consistency in the language.

Mr. Ward moved and Ms. Hilyard seconded that the Personal Time, Vacation Time and Sick Time Policies be recommended to the full Board for approval. The motion was unanimously approved.

11. Revision of Executive Director Evaluation Procedure

Ms. Brennan reported that the only change to the procedure is the change from "Operations Committee chair" to "Board President". This is an internal procedure and does not need board approval.

Mr. Ward moved and Ms. Hilyard seconded that the Executive Director Evaluation Procedure be changed as presented. The motion was unanimously approved.

12. Revision of Harassment Policy

Ms. Brooks presented the revisions to the Harassment Policy. She said the changes are made to comply with the guidelines of the Illinois Department of Human Rights.

Mr. Ward moved and Ms. Hilyard seconded that the Revision of Harassment Policy be recommended to the full Board for approval. The motion was unanimously approved.

13. Illinois Pregnancy Act Accommodation Policy

Ms. Brooks presented the revisions to the Pregnancy Act Accommodation Policy. She said this policy brings RAILS in compliance the state law and will inform supervisors of the accommodation options for their employees.

Mr. Ward moved and Ms. Hilyard seconded that the Pregnancy Act Accommodation Policy be recommended to the full Board for approval. The motion was unanimously approved.

14. Next Meeting and Future Agenda Items

There is no scheduled Policy Committee meeting at this time.

15. Adjournment

A motion to adjourn was made at 10:47 a.m.