

**BARTLETT PUBLIC LIBRARY DISTRICT  
POLICY COMMITTEE MEETING MINUTES  
Monday, November 12, 2018  
6:00 p.m.  
Location: Staff Conference Room  
800 South Bartlett Road, Bartlett, IL 60103  
630-837-2855**

The Policy Committee Meeting was called to order at 6:00 p.m. by President Barry.

The following Trustees were present: Barry, Bucaro

Also present:

Library Director, Karolyn Nance

Dina Castelvechi, Human Resources Specialist

Patron Joe Olsen

Town hall:

None

Trustee Bucaro made a recommendation to the Policy Committee to accept the Tuesday, September 25, 2018 Public Policy Committee Meeting Minutes. Trustee Barry agreed with the acceptance of the Tuesday, September 25, 2018 Policy Meeting Minutes. The minutes will be shared with the Board at the November, 19, 2018 Board Meeting.

The proposed updates for the second half of the Employee Handbook were presented to the committee by Dina Castelvechi, Human Resources Specialist.

There was one change in the summary which, proposed removing the sentence that allows for making up unpaid time. After Trustee Barry expressed concern, it was decided to keep the original policy that allows making up unpaid time, but added: "scheduling the hours so they do not result in overtime being paid."

Trustee Barry made a recommendation to the Policy Committee to accept the revisions in the second half of the Employee Handbook.

Trustee Bucaro agreed with the acceptance of the recommendations. These revisions will be presented to the Board at the November 19, 2018 Board Meeting.

Proposed revisions are attached.

Town Hall:

Joe Olsen's comments:

Joe commended the committee for the work on updating the policies. He stated that he felt it was advantageous to create this committee to discuss recommendations on policies so the board meetings can focus on the overall needs of the library.

Joe is glad the Board is keeping policies current. He saw that another Chicagoland library has just formed a union and he feels those things tend to happen when the policies are not kept up to date.

**ADJOURNMENT:**

There being no further business, a motion to adjourn was made by President Barry. Trustee Bucaro seconded the motion. The meeting adjourned at 6:30p.m.