

Greenville Public Library Policy and Personnel Committee Meeting
414 West Main Street
Greenville, Illinois 62246
Tuesday, April 9, 2024
5:00 pm
Minutes

1. Call to Order: Chair Lorna Gaffney called the meeting to order at 5:01 pm.
2. Roll Call: Present: Kyle Littlefield, Jane Wilhite, and Lorna Gaffney. Also present: Director Jo Keillor.
3. Public Comments: There were none.
4. Policy Updates: Kyle Littlefield motioned that the policy manual be updated to say the following:
 - a. Point 4.a. "Paid time off will be provided for part time employees according to these guidelines: paid time off (PTO) will accrue at the rate of 0.025 hour per hour worked up to 40 hours, no more than 40 hours of PTO may be accumulated, and the PTO must be taken in a minimum of one-hour increments." Jane Wilhite seconded the motion. Approved 3-0.
5. Unfinished business: There was none.
6. New business: There was none.
7. Adjournment: Jane Wilhite motioned to adjourn. Kyle Littlefield seconded the motion. Approved 3-0. The meeting adjourned at 5:02 pm.