

Greenville Public Library Policy and Personnel Committee Meeting  
Greenville Public Library  
414 West Main Street  
Greenville, Illinois 62246  
Monday, August 23, 2021  
1:30 pm  
Minutes

1. Call to Order: Chair Cindy Catron called the meeting to order at 1:30 pm.
2. Roll Call: Committee members present: Chance Vohlken, Jane Wilhite, and Cindy Catron. Also present: Board president Dale Martin and Director Jo Keillor
3. Public Comments: There were no public comments.
4. Approval of previous minutes: Chance Vohlken motioned to approve the minutes from the August 16, 2021 Policy and Personnel Committee meeting. Jane Wilhite seconded the motion. Approved 3-0.
5. Policies to be considered:
  - Dale Martin was able to find the file to our previous Policy Manual approved in 2018, and had already put in corrections, revisions, and additions from last week. He also reviewed the Library Materials section and made the appropriate changes.
  - Jane Wilhite passed out a copy of Appendix H, Sexual and Other Unlawful Harassment of Patrons. We read through her draft and discussed it.
  - Chance Vohlken gave us a copy of a new policy for Security Camera Guidelines. This will be added to the Policy Manual under Section Four (Policy, Operations, and Personnel), Roman Numeral two, item D. He also reported research on facts concerning accumulation of sick days for employees. This information will be added to the current Policy Manual.
  - Our remaining time was spent reviewing other policies including 911 Emergency Procedures and Pandemic and Catastrophic Events.
  - At our next meeting, we will ask other committees to review their sections in the Manual and bring them up-to-date. Submissions of any corrections or revisions should be sent to us ASAP.
6. Unfinished business
7. Adjournment: Chance Vohlken motioned to adjourn. Jane Wilhite seconded the motion. Approved 3-0.

Submitted by Cindy Catron