

Greenville Public Library Policy and Personnel Committee Meeting
414 West Main Street
Greenville, Illinois 62246
Wednesday, February 7, 2024
5:00 pm
Minutes

1. Call to Order: Chair Lorna Gaffney called the meeting to order at 5:09 pm
2. Roll Call: Lorna Gaffney, Kyle Littlefield. Absent: Jane Wilhite. Also present: Director Jo Keillor.
3. Public Comments: There were none.
4. Policy Updates: The committee discussed and agreed on the following:
 - a. Bring the previously read change of “policy committee” to “library materials committee” in Section Five, Subsection VIII, A. 4 to the Board for a second reading.
 - b. Bring the previously read “Paid leave for all employees” to the Board for a second reading. “Paid time off will be provided for all 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 PTO must be taken in one-hour increments.”
 - c. Kyle Littlefield motioned to add the following language concerning remote attendance to Policy Section Three, subsection IV Meetings, point G.: “A quorum of the full Board shall consist of five members. A majority of those present shall decide the vote taken on any questions for the transaction of business at any meeting of the Board. For electronic attendance, in accordance with 5 ILCS 120/7(c) and 5 ILCS 120/7: (a) the full quorum must be physically present for trustees to be permitted to attend board meetings via audio and/or video conferencing in the event that they are unable to be physically present due to:
 - i. Personal illness or disability,
 - ii. A family or other emergency,
 - iii. Or when employment or library board business necessitates an absence.“Any presiding Board Officer and/or the Library Director must be notified at least 24 hours in advance, unless impractical, so that the necessary communications equipment can be arranged in the meeting room. The member participating electronically and other members of the Library Board must be able to communicate effectively, and members of the audience must be able to hear all communications at the meeting site. State changes to the Illinois Open Meetings Act in regards to electronic attendance will supersede the requirement.”
Lorna Gaffney seconded the motion. Approved 2-0.
 - d. Lorna Gaffney motioned to add “Administrative employees will annually attend a minimum of 8 hours of training/workshops pertinent to job performance. Other staff will annually attend a minimum of 4 hours of training/workshops pertinent to job performance.” to Section Four, Subsection III, I. Kyle Littlefield seconded the motion. Approved 2-0.
5. Unfinished business: There was none.
6. New business: There was none.
7. Adjournment: Lorna Gaffney motioned to adjourn. Kyle Littlefield seconded the motion. Approved 2-0. The meeting adjourned at 5:27 pm