

Greenville Public Library Policy and Personnel Committee Meeting
414 West Main Street
Greenville, Illinois 62246
Monday, March 11, 2024
5:00 pm
Minutes

1. Call to Order: Chair Lorna Gaffney called the meeting to order at 5:03 pm.
2. Roll Call: Present – Jane Wilhite, Kyle Littlefield, Lorna Gaffney. Also present – Jo Keillor
3. Public Comments: There were no public comments.
4. Policy Updates: Matters to bring to the Library Board from the February 7, 2024 Policy Committee meeting:
 - Point 4.a. Bring to the board the previously read paid leave for part time employees policy addition. “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 that 40 hours of PTO may be accumulated, and the PTO must be taken in one-hour increments.” Motioned by Littlefield, seconded by Wilhite. Approved 3-0.
 - Point 4.c. Bring to the board the previously read change to 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.” No changes.
 - Bring to the board the previously read addition “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. Motioned by Wilhite, seconded by Littlefield. Approved 3-0.
5. Unfinished business: There was none.
6. New business: There was none.
7. Adjournment: Kyle Littlefield motioned to adjourn. Jane Wilhite seconded the motion. Approved 3-0. The meeting adjourned at 5:07 pm.