

**ROLLING MEADOWS LIBRARY BOARD
PERSONNEL COMMITTEE MINUTES
10:00 A.M. – TUESDAY, JANUARY 28, 2025
LIBRARY BOARD ROOM**

I. Call to Order

Chairperson name called to order the name Personnel Committee Meeting at 10:00 A.M. in the Library Board Room.

Board Members Present: Trustee Phil Priest, Trustee Steve Rossi, and Trustee Sylvia Vange

Also present: Executive Director Jack Bower, and Administrative Services Coordinator Kristin Troy

II. Approval of Minutes

Trustee Vange moved and Trustee Rossi seconded that the minutes from the 9/24/2024 meeting be approved. The motion was unanimously approved on a voice vote.

III. Meeting Open To The Public For Twenty Minutes

The meeting was open to the public for a period not to exceed twenty minutes. No one from the public was in attendance.

IV. Unfinished Business - none

V. New Business

A. Paid Sick Leave Donation Policy - Jack introduced the policy, provided background of the policy and began the discussion.

Trustee Rossi moved and Trustee Vange seconded that the Committee:

**RECOMMEND THE SICK LEAVE DONATION POLICY WITH
SUGGESTED AMENDMENTS TO THE BOARD FOR APPROVAL.**

Following the opportunity for discussion, the question was called. The motion was unanimously approved on a voice vote.

B. New Employment Laws 2025

Discussed the two new protected classes that were added to the Illinois Human Rights Act and should be added to the Library's Equal Employment Opportunity and Anti-Harassment policies.

Trustee Vange moved and Trustee Rossi seconded that:

**REPRODUCTIVE HEALTH DECISIONS AND FAMILY
RESPONSIBILITIES BE ADDED TO THE LIST OF PROTECTED
CLASSES IN POLICY 103 EQUAL EMPLOYMENT OPPORTUNITY AND**

POLICY 703 DISCRIMINATION AND HARASSMENT AND BROUGHT TO THE BOARD FOR FINAL APPROVAL.

Following the opportunity for discussion, the question was called. The motion was unanimously approved on a voice vote.

- C. Reviewing Employee Handbook Discussion
The committee will review the first half of the employee handbook (Policies 101 - 403) in 2025, and the second half in 2026. This will allow for a complete review of the handbook every 2 years.
- D. Other New Business – none
- E. Schedule Next Meeting
Next meeting is scheduled for Tuesday, March 18th at 10:00 A.M.

VI. Adjournment

Trustee Vange moved to adjourn the meeting and Trustee Rossi seconded.

Following the opportunity for discussion, the motion was called. The motion was unanimously approved on a voice vote.

The meeting was adjourned at 10:57 A.M.

Approved _____ Date _____