

Ida Public Library Board of Trustees

Policy Committee Meeting

Thursday, April 15, 2020 7:00pm

Zoom Meeting

The meeting of the Policy Committee was called to order by Chair Wendy LaFauce at 7:08 pm. Members present were Wendy LaFauce, Jan Knutson, Jim Lee, Denise Leonard, Sue Holmes, Dawn Brooks, and Lydia Gonzalez.

Old Business:

- A. Continue work on an employee grievance policy
 - a. Jim Lee reviewed 8 Steps to Handle Employee Grievances at the Workplace
 - i. Sue Holmes will send a copy of our current exit interview questions, prior to our next meeting, to be used as the basis of an employee satisfaction survey.
 - ii. Wendy LaFauce will draft an employee grievance review policy to be discussed, amended at our next meeting.
 - iii. Possible Team Building activities
- B. Correct Employee Policy Manual: Thanksgiving Holiday
 - a. Correct the Employee Manual as follows:
 - i. Thanksgiving week hours – Wednesday 10:00 – 3:00pm, Thursday and Friday closed.

New Business:

- A. Changing the Employee Manual to reflect marijuana no longer being considered an illegal substance was discussed. The consensus of the committees was to leave our policy as it stands due to the conflict between state and federal laws. Once those conflicts are reviewed, we may revisit this issue.
- B. Concealed Carry: It is the consensus of the committee was to make the library a gun-free area.

Motion for the full board:

- a. Motion to amend the Policy Manual to reflect the corrected Thanksgiving Holiday hours.
- b. Motion to pay Full-Time employees who normally work Wednesday, Thursday, and Friday of Thanksgiving week their normal pay regardless of hours worked.
- c. Motion to purchase signage establishing the library as a gun-free zone.

Informational Items & Other Business:

The next meeting of the Policy Committee will be held on Thursday, May 19th at 7 pm via Zoom.

Sue Holmes moved, and Denise Leonard seconded the motion to adjourn at 8:24 pm. Motion carried unanimously. Meeting adjourned.

Respectfully submitted, Wendy LaFauce Policy Committee Chair