

Ida Public Library Board of Trustees  
Policy Committee Meeting  
Thursday, May 19, 2021 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, and Donna Donato.

Motion to approve the agenda by James Lee. Seconded by Denise Leonard.

Old Business:

- A. Jim read the old discipline policy followed by the revised version with grievance policy added. It was decided the final version would be sent to the library's attorney for final review and will be brought before the Board for adoption.
- B. Wendy LaFauce submitted possible guidelines for what a grievance hearing might look like. At the suggestion of Sue Holmes and James Lee that these rough guidelines were drafted for inclusion in the policy manual. It was decided that they should be submitted to the library's attorney for final review and will be brought before the Board for adoption.
- C. At the next meeting of the Policy Committee, we will begin work on an employee satisfaction survey, suggestion box, and other items to create and maintain good working environment.

Informational Items & Other Business:

Sue Holmes informed us:

- Two of the people that interviewed for the Library Director's position may be interested in other positions in the library.
- Belina \_\_\_\_\_ will be returning to work in our bi-lingual staff
- Mindy Long is looking to hire a professional cleaning crew.

The next meeting of the Policy Committee will be held on Thursday, June 15<sup>th</sup> at 7 pm via Zoom.

Denise Leonard moved, and Donna Donato seconded the motion to adjourn at 8:15 pm. Meeting adjourned.

Minutes respectfully submitted, Wendy LaFauce Policy Committee Chair