

Minutes of the
Personnel Committee of the
Ida Public Library Board of Trustees
Thursday, July 15, 2021

Personnel Chair Donna Donato called the meeting to order at 2:10 pm. Those in attendance were Donna Donato, Sue Holmes, Jan Knutson, Gayle Steltenpohl, and Library Director Mindy Long. There was no public comment.

Old Business:

Employee Grievance Policy – This is being worked on by the policy committee. More information will be forthcoming. In the meantime, the personnel committee tabled this issue.

Drug/Alcohol policy to reflect marijuana legalization – This issue is tabled until further guidance is provided by the Attorney General and our legal counsel.

Concealed Carry Policy – According to the BPD, our current signage is sufficient to inform the public that concealed weapons are not allowed in the Library. We will make changes as necessary per the BPD.

Employee Handbook Revision – Mindy reported that she is currently revising the Employee Handbook. The committee will have a chance to see it and provide feedback prior to it being presented to the full Board.

New Business:

Equity, Diversity, Inclusion Training – Lydia will lead a training and help prepare a statement regarding the Library's position on Equity, Diversity, and Inclusion. The employees will be given the training at the next Staff meeting.

Update on Director's RAILS meeting regarding EEOC and OSHA covid19 recommendations – Mindy attended a meeting with RAILS who recommended that Libraries continue to require masking of patrons and staff members. They do NOT recommend that Libraries require patrons to be vaccinated, but informed the Directors that they CAN require staff members to be fully vaccinated. Personnel committee recommends that we not REQUIRE staff members to be vaccinated.. We do, however, intend to offer an incentive to those who are or choose to get fully vaccinated.

Update to the Employee Training Manual – Mindy is working on an update to the Manual which the committee will see prior to her presenting it to the full board.

Sue Holmes moved and Jan Knutson seconded the motion to adjourn at 2:56 pm. Motion carried. Meeting adjourned.

Respectfully submitted,

Susan W. Holmes

Board President

