

**Ida Public Library**  
**Policy Committee Meeting**  
**April 7, 2021 - 7:00 pm**  
**Zoom Meeting**

The April Policy Committee meeting of the Ida Public Library Board of Trustees was called to order by Chair Dawn Brooks at 7:16 pm. Trustees present were Dawn Brooks, James Lee, Jan Knutson and Denise Leonard. Also present, Director Mindy Long.

**Public Comment:** none

**Correspondence:** none

**Old Business:**

- **Grievance Policy:** We reviewed the Library Bylaws, the Employee Handbook and examples of policies from other libraries. We discussed what we think a grievance policy needs to be. Dawn will write policy and submit for review.

**New Business:**

- **Dress code:** Mindy discussed a change in dress code, adding no sandals, no open back shoes and no clogs due to safety concerns. Mindy will change procedure.
- **ADP vacation time off calculations:** Currently the system front loads all time off for the year on an employee's anniversary date. System needs to be updated to make it so the time is accrued throughout the year vs. all frontloaded on anniversary date. Advised for Mindy to have a meeting with the employees to discuss and explain so they are aware of the changes coming and set a date for the system to switch over.

**Adjournment:** Denise moved to adjourn; Jim Lee seconded. Meeting adjourned 8:06 pm.

Respectfully submitted,

Dawn Brooks

Policy Committee Chair

Secretary

Ida Public Library Board of Trustees