

**Elmwood Park Public Library**  
**Minutes**  
**Bylaws, Goals, Policy, Personnel Committee Meeting**  
**March 8, 2017**

1. The BGPP committee meeting was called to order by Committee Chair, Trustee Rivera at 7:04 p.m.
2. Upon roll call, the following members were present:  
Elsa Volpe, Chris Pesko, Jonathan Rivera  
Also Present:  
Director Tiffany Verzani, Assistant Director Jason Stuhlmann
3. Unfinished Business
  - a. The committee had a discussion about doing a thorough review of the Employee Handbook due to the recent rash of new HR laws and to ensure compliance. A page-by-page review has not been completed in two years, since Director Verzani first started. As part of this discussion, the Library's sick time benefits were discussed and if there was a need for it to be given to part-timers. The Management Association of Illinois is currently doing a compensation and benefits survey and the Library will participate in order to have a current comparison on file. The Director will also ask the Village about these benefits for comparison.
  - b. The committee discussed a proposal for a new position and determined that more data was necessary for an evaluation. Director Verzani noted that it could also be part of a larger staffing analysis. The committee will not bring it forward at this time.
4. New Business
  - a. The committee reviewed updates of the following policies and will bring them forward to the full board:
    - i. Bylaws of the Board of Trustees
    - ii. Circulation Policy and Homebound Services
    - iii. Programming
    - iv. Collection Development
    - v. Confidentiality
    - vi. Exhibits
  - b. During the policy discussion, Director Verzani noted that our attorney reviewed the Behavior Policy. Also, Trustee Pesko noted that some of the policies under review are later than their designated review time. The timeline for policies and the notation at the bottom of each individual policy needs to be consistent as we may have lost track.
  - c. Director Verzani noted that the FY17-18 Strategic Plan objectives were being discussed by the Library's Management Team and will be assigned quarterly deadlines. This list will be shared at the April board meeting. A year one report (FY16-17) will be shared at the May meeting.
5. On a motion from Chris Pesko and seconded by Jonathan Rivera, the meeting was adjourned at 8:16 p.m.

*Jonathan Rivera*

3/16/17