

**ELA AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Committee of the Whole Meeting
Personnel
Meeting Minutes
April 11, 2023
6:00 p.m

2nd Floor Conference Room**

1. COMMITTEE MEETING – CALL TO ORDER

At 6:01p.m. Vice President Caudill called the meeting to order.

2. ROLL CALL

Trustees present in-person: Caudill, Corzine, Silcroft, Stanonik, Steker

A quorum is present.

Trustees present remotely via Zoom: McCauley

Trustees absent: Blank

Staff present: Rosenthal, Christianson, Palas

3. PUBLIC COMMENT

None

4. ADJUSTMENTS TO THE AGENDA

None

5. DISCUSSION OF EMPLOYEE HANDBOOK UPDATES

The Paid Leave for All Workers Act was signed by Governor Pritzker on March 13, 2023. As a result of this Act, Illinois employers will have to ensure their employee PTO practices meet or exceed the standards of the Act by January 1, 2024. We typically update the Employee Handbook prior to the new fiscal year, so we'd like make this update now.

All Illinois workers, irrespective of their status as full time or part time, are entitled to earn and use up to 40 hours of paid leave time each year. This paid leave time must accrue at a rate no less than one hour of paid leave time for every 40 hours worked. For Library staff, this requires us to provide a minimum 10-15 hours per year for very part-time staff, up to 40 for full-time staff. Current Personal hours are only 4 per year for the majority of staff, and up to 22.5 for full-time staff.

The Act requires paid leave time can be used for any reason of the employee's choosing. An employee is not required to provide a reason for the leave and may not be required to provide documentation or certification as proof or in support of the leave. Our sick and vacation leave policies cannot be used at any time and can require documentation.

In order to comply with the new Paid Leave for All Workers Act, we want to eliminate Personal Time, and eliminate Holiday Time, and instead provide Floating Time. Eliminating Personal and Holiday enables us to comply with the new law, without giving so much additional time off it's difficult to staff the Library.

When we're closed for a holiday, if staff don't want to use their floating time they're welcome to work the other days that week – there's never a week we're not open at least 5 days, and Sunday counts as a full day (paid at time-and-a-half and we're open 5 hours). So folks that celebrate Easter could take it as a paid day off if they want, unlike currently.

6. RECOMMENDED UPDATES FOR 4/18/22 BOARD MEETING

The consensus of the committee was to recommend the Employee Handbook update.

7. ADJOURNMENT

At 7:28 p.m. Trustee Silcroft moved:

“TO ADJOURN.”

Trustee Corzine seconded the motion and it carried on a unanimous voice vote.

AYES (6): Caudill, Corzine, McCauley, Silcroft, Stanonik, Steker

ABSENT (1): Blank

ABSTAIN (0):

Crystal Steker, President
Approved at the next Regular Meeting of April 18, 2023