

**Rock Island Public Library Board**  
**Personnel & Policy Committee Meeting Minutes**

August 10, 2022

11:00 am

Downtown Library, 2<sup>nd</sup> Floor, Community Room

Type of Meeting: Board Personnel & Policy Committee

Meeting Facilitator: Deborah Freiburg

Invitees: RIPL Board Members Eudell Watts III, Jacki Nelson, Jo Noon, Karen Phillips; Milan-Blackhawk Area Public Library District Board Member, Tari Weeks; Rob Baugous, City HR

- I. Call to order – 11:06am
- II. In Attendance – Debbie Freiburg, Jacki Nelson, Jo Noon, Eudell Watts III, Angela Campbell, Malachi Kohlwey, and Rob Baugous.
- III. Public Comment – None
- IV. New Business – Policy Review – City Policies

The Committee discussed the City's policies with City HR director Baugous. HR director Baugous advised that the HR department is working on revising many policies, including the employee handbook. The Committee will continue to monitor the City's policies and work with the HR department to have the Library added to the Employee Handbook and other necessary policies.

- Ethical Standards Policy
- Exposure Control Plan
- Professional Development Pre-Approval Form
- Sexual Harassment Policy
- Substance Screening Policy
- Travel & Expense Policy
- Work Injury Report Forms
- Workplace Harassment Policy

Policy Review – Library Policy

The following policies were reviewed by committee members. All policies will be recommended for full board approval at the August 16, 2022 Board of Trustees meeting, with minor changes.

- Collection Development Policy
- Continuing Education Policy
- Displayed Art Policy
- Circulation Policy with Appendices
- Donations Policy
- Fine Free Lending Policy
- Library Card Registration Policy

*\*Represents a potential voting item.*

- Mileage Reimbursement Policy
- Lost or Abandoned Property Policy
- Probationary Period Expectations
- Programming Policy
- Special Collections Policy

V. \*Closed Session – Not necessary

VI. Information Sharing – None

VII. Announcements – None

VIII. Adjournment – Committee Chair Freiburg excused the committee at 12:17pm.

*\*Represents a potential voting item.*