

**PLANO COMMUNITY LIBRARY DISTRICT
OCTOBER 15, 2020 PERSONNEL & POLICY COMMITTEE MEETING
HELD IN THE LOWER LEVEL MEETING ROOM**

Chairperson Jane Voss called the meeting to order at 6:17 p.m. Present were committee members Cecelia Carey and Gayle Severson. Library Director Deanna Howard was also present.

CITIZENS TO BE HEARD

None.

STAFFING LEVELS, PRIORITIZATION OF LIBRARY SERVICES, AND LIBRARY HOURS

Deanna noted that she is trying to make a reduced staffing level (loss of one full-time and one part-time staff member) work due COVID-19's impact on library use. She presented a plan that identified the core services of the library at this time as providing access to the building, access to the collection, and access to the Internet. Although some area libraries have resumed in-person programming, Deanna's plan is that in-person programming would likely not resume until Illinois reaches Phase 5 of the Restore Illinois Plan. Virtual programming may continue when practical, but will be evaluated based on the staff time needed and number of participants in the program. These other services and activities would not resume until Illinois reaches Phase 5: Meeting room and study room use, book sales, and accepting donations of used books or plastic bags. She noted that library hours may be adjusted because of low usage or staffing constraints. Temporary or unanticipated adjustments of hours may also be needed if there are staffing shortages due to COVID. Deanna would make the decisions about any changes to hours that are needed. If the reduced staffing level does not allow the library to operate as planned then she will consider adding additional staff. Trustee Carey moved the Committee support Deanna's plan. Motion carried, 3-0. Ayes-3, Nays-0, Absent-0.

POLICY FOR EMPLOYEE COMPENSATION DURING CORONAVIRUS PANDEMIC

Deanna explained that only full-time employees have paid sick leave. In order to facilitate the library's efforts to keep staff and the community safe she presented a policy that grants paid sick leave to all employees for COVID-19 related reasons until Illinois reaches Phase 5 of the Restore Illinois Plan. The committee reviewed the COVID-19 related reasons a staff member would be entitled to sick leave, as well as the leave entitlements, and how staff would be compensated if the library had to close due to COVID-19. Trustee Severson moved the Committee recommend the policy to the Board. Motion carried, 3-0. Ayes-3, Nays-0, Absent-0.

OTHER

None.

ADJOURNMENT

Being no further business, the meeting was adjourned at 6:46 p.m.

Minutes submitted by Deanna Howard

Approved as submitted, 11/19/2020

Christine M. Adams