

**VILLA PARK PUBLIC LIBRARY  
POLICY COMMITTEE MEETING  
MINUTES  
Saturday, March 13, 2021  
Online via Zoom**

Call to Order: Koeller called the meeting to order at 9:02 a.m.

Trustees present: Jennifer Hovanec, Wanda Koeller, Steve De La Rosa

Also present: Sandra Hill, Library Director; Kandice Krettler, Recording Secretary

Introduction to Visitors: None.

Public Participation: None.

Additions/Revisions to the Agenda: None.

Policy Discussion: The committee discussed policies: Policy 401, Chain of Command Policy; 406.3, Reference and Background Checks, Appendix A and B; Policy 411, Classifications; Policy 417, Hours of Work; Policy 418, Employee Time Records; Policy 422.2, Misconduct; Policy 424, Identification Badges; Policy 425, Rest Periods; Policy 426, Meal Periods; Policy 429, Waiving Fines; Policy 430.3, Personal Visitors; Policy 432, Pay Deductions; Policy 433, Salary and Wage Increases; Policy 435, General Leave of Absence; Policy 446, Funeral Leave; Policy 447, Family Medical Leave; Policy 448, Military Leave; Policy 472, Holidays; and Policy 511, Automated Locker Services.

Revisions the Policy Committee discussed will be made and presented to the full Board at the March 24, 2021 Regular Library Board Meeting.

Planning of Future Meetings: The next meeting will be held on Saturday, April 10 at 9:00 a.m. at the Library.

Around the Table: Hovanec reported she received her first vaccination and that her library is behind on technology and she was able to procure 11 computers for staff. Hovanec also reported she submitted her first Per Capita Grant. De La Rosa asked Hill to put him down for a bag of onions from Kiwanis. Koeller shared her sister is in town visiting and then will be headed to visit their father next. Hill shared her brother and sister in-law were in town and she was looking forward to spending time with them. Krettler reminded everyone to change their clocks.

Adjournment: Koeller moved to adjourn the meeting. De La Rosa seconded the motion. The meeting was adjourned at 10:20 a.m.

Respectfully submitted,

Kandice Krettler  
Recording Secretary