

Taylorville Public Library Board of Trustees

Personnel Committee Meeting Minutes

Thursday, September 10, 2025, at 5:33 p.m.

Present: Ben Robinson – chair Ann Chandler Lorachelle Eck Terri France
Sophie Robinson Heather Sutton Peggy Brown Cathy Robertson

Absent: Mary Ann Lowry Jim Olive

- I. Chairman Robinson called the meeting to order at 5:33 p.m.
- II. Executive Session – None
- III. Any motions pertaining to Executive Session – None
- IV. Personnel Policy Updates – Comparing old vs. new
 - a. The Personnel Committee discussed possible changes in the employee dress code with consensus among members to continue with TPL’s current policy with some amendments, namely adding a caveat allowing the director to approve the wearing of blue jeans or shorts when the situation warrants. This is in addition to already sanctioned “jeans days” on Fridays and weekends. A motion (Chandler/Robertson) to bring the amended policy before the full board for a first reading at the September 16, 2025, regular meeting was approved unanimously.
 - b. The Personnel Committee discussed possible updates in Employee Benefits. TPL’s policy was established to follow PLAWA guidelines under which all part-time employees earn one hour of paid time off for every 40 hours worked.
 - c. The Personnel Committee discussed Holidays on which the library is closed and whether to observe holidays which fall on a Sunday on the Monday following. The issue was tabled so that traffic statistics could be gathered. It was also noted that closure dates are approved by the board prior to the beginning of the fiscal year in which they fall.
 - d. The Personnel Committee discussed the policy on Inclement Weather. It was suggested that language be added to the current policy stating that an employee may use a sick or vacation day or take no pay on a day when the library is closed due to inclement weather. If the library is open, but an employee does not feel he or she can safely travel to come to work, the same options could be available – use of a sick or vacation day or opt for no pay on the day in question.
 - e. The Personnel Committee discussed the policy on Vacation Time. It was stated that Vacation Time falls under the category of Paid Time Off. In discussing a proposal to allow employees to receive additional vacation time in lieu of a pay increase, it was noted that pay increases and the amount of any increase are not guaranteed but are established as revenue allows when the budget is developed at the start of each fiscal year. The Committee reviewed years of service related to time off earned and concurred with the suggested timetable, apart from employees working less than 29 hours per week. It was agreed that PLAWA regulations will cover Paid Time Off for employees working less than 29 hours per week. Director Eck shared her concerns over employees waiting to request time off until the end of the fiscal year. The board discussed possible solutions for this scenario to

encourage scheduling of paid time off throughout the fiscal year with the director making the final determination based on staffing needs.

- f. The Personnel Committee discussed the policy on Sick Leave. The maximum sick leave that may be carried over into a new year is 240 hours in accord with IMRF. The Committee concurred with the suggested timetable, apart from employees working less than 29 hours per week. It was agreed that PLAWA regulations will cover Sick Leave for employees working less than 29 hours per week.
- v. The Committee adjourned at 7:02 p.m.