

PERSONNEL COMMITTEE MEETING MINUTES

Date: August 3, 2021

Time: 5:00 p.m.

Call to Order

Josh Short called the meeting to order at 5:00 p.m.

Roll Call

Members present: Chastity Mays, Lupe Mejia, Josh Short

Others present: Jill Trevino

Public Comment

None

Approval of Minutes

Lupe Mejia motioned to approve the July 6, 2021, minutes. Chastity Mays seconded. Motion carried.

Unfinished Business

Flex Hours and Telecommuting Employee Handbook Policy

A committee member suggested to separate out Flex Hours and Telecommuting within the employee handbook policies. Committee agreed to make them separate sections. Committee agreed to a legal change in verbiage added by our legal counsel.

Telecommuting Agreement

Committee agreed to verbiage added by legal counsel. Member asked what would happen if employees were required to work from home if the state orders another shut down? Jill Trevino mentioned that then we would have to look at giving employees a stipend to cover any expenses occurred while working from home.

Personal Vehicle Use Agreement

Committee members approved the Personal Vehicle Use agreement.

Josh Short motioned to approve all unfinished business and asked for concurrence from the committee. All voted aye. Motion carried.

New Business**Personal Social Media and Online Communication Policy**

Jill Trevino introduced this new policy to the committee as our current Personnel Code does not include a policy surrounding guidelines on social media and online communications. Committee asked if an employee lists Illinois Heartland Library System as the employer on Facebook or social media does that make them a designated representative? Jill Trevino explained that it does not. This policy is made to ensure that employee personal views and opinions are not perceived as opinions of Illinois Heartland Library System on any social media sites. This policy is a protection from litigation for Illinois Heartland Library System. It also communicates employees should not be spending working hours on social media sites. Lupe Mejia motioned to approve the policy and send to the Executive Committee. Chastity Mays seconded. Motion carried.

Public Comment

None

Announcements

None

Adjournment

Josh Short motioned to adjourn. Chastity Mays seconded. Meeting adjourned at 5:10 p.m.