



Mesa County Libraries
BOARD
 OF **TRUSTEES**
 . C O M M I T T E E M E E T I N G .

Personnel Committee

MINUTES

Date and Time: Thursday, August 17, 2017– 4:00 p.m.

Location: 443 N. 6th St., Grand Junction, CO, Central Library / Administration Conference Room

No.	Item Type	Agenda Item
1	Opening	Call to Order and Roll Call <ul style="list-style-type: none"> • Tashiro called the meeting to order at 4:00 p.m. • TRUSTEES PRESENT: Elaine Barnett, Laurie Tashiro • STAFF PRESENT: Joseph Sanchez, Stacey Smith, Blair Wade Approval of Agenda <ul style="list-style-type: none"> • The agenda was accepted as presented.
2	Information/ Discussion	Agenda Item <ul style="list-style-type: none"> • Committee members reviewed a redline draft of the proposed 2018 MCPLD Employee Handbook, applicable through 2020. <ul style="list-style-type: none"> ○ Wade had added/edited several sections as required by current law ○ Smith had made several changes to grammar, pronouns, formatting • <u>Changes for Consistency and Clarity:</u> MCPLD is referred to as “the Library,” “employee” is used in place of “staff member,” manager/director titles were clarified and updated, some headings were updated. • <u>Sections Added:</u> <ul style="list-style-type: none"> ○ Pregnant Workers Fairness Act ○ Community Service Leave Policy ○ Email and Records Monitoring, Public Inspection, and Retention ○ Network and Account Security Rules ○ FMLA Fraud, Abuse, or Misuse (in the “Leave” section) • <u>Sections Significantly Edited:</u> <ul style="list-style-type: none"> ○ Compensation – section was rearranged for better organization ○ Benefits – clarified eligibility for full-time vs. part-time employees ○ Bereavement Leave – clarified familial relations, eligible duration • Policies with separate documents requiring signatures—clearly identified. • Wade assured trustees that the 2018 Employee Handbook has been sent to the Employers Council for legal and HR compliance review. • After clarifying some points, the committee agreed by consensus that they suggest no changes from the redline copy submitted by library staff.
3	Closing	Adjournment <ul style="list-style-type: none"> • Tashiro moved to adjourn the meeting at 4:30 p.m.; Barnett seconded. Motion passed unanimously.

Minutes submitted by Stacey Smith, MCPLD Executive Assistant.