



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: Monday, August 5, 2019 – 3:30 p.m.

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

#	Agenda Item
1	Opening: <ul style="list-style-type: none"> <li>• Call to Order and Roll Call               <ul style="list-style-type: none"> <li>○ Board President Blanchard called the meeting to order at 3:31 p.m.</li> <li>○ BOARD PRESENT: Elaine Barnett, Barry Blanchard, Laurie Tashiro</li> <li>○ STAFF PRESENT: Michelle Boisvenue-Fox, Stacey Smith, Blair Wade</li> </ul> </li> <li>• Review of Agenda: The agenda was accepted as presented.</li> </ul>
2	Determine Personnel Committee Chair <ul style="list-style-type: none"> <li>• Barnett volunteered to serve as chair and was selected by acclamation.</li> </ul>
3	Review and Discuss Drafted 2020 Employee Handbook <ul style="list-style-type: none"> <li>• Barnett invited Wade to review proposed handbook changes and their origin. Wade noted philosophic changes, incorporation of gender-neutral language, and language that was clarified to make the handbook more clear and user-friendly. Tracking of staff questions about the current handbook helped inform most of the proposed improvements and changes.</li> <li>• Committee members received a summary of changes to the MCL Employee Handbook, a redline draft, and a clean draft in advance of the meeting. The committee discussed drafted changes and requested edits on topics including: pregnancy leave accommodation, additional compensation (compensatory time), appointment to acting capacity, part-time employee classifications, use of personal devices for communications, political activity, and consistent language use.               <ul style="list-style-type: none"> <li>○ Sick Leave – potential changes to cash-out policies will be considered by the full board</li> <li>○ Bereavement – additional leave eligibility parameters will be prepared and evaluated</li> </ul> </li> <li>• An additional suggestion was made to add information about employee library card privileges.</li> <li>• Wade clarified that the handbook draft underwent legal review with Employers Council.</li> <li>• Barnett asked Smith to send the drafted handbook to the board as soon as possible to give trustees adequate time to review it in advance of the August 29 board meeting.</li> </ul>
4	Adjournment <ul style="list-style-type: none"> <li>• Blanchard moved to adjourn the meeting at 4:28 p.m.; Tashiro seconded. <b>Motion carried.</b></li> </ul>

Minutes submitted by Stacey Smith, MCL Executive Assistant