



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, September 17, 2020 – 11:00 a.m.

Location: Central Library, 443 N. 6th St., Grand Junction, CO – Monument Community Room or
Virtually via Zoom

#	Agenda Item
1	Opening: <ul style="list-style-type: none">• Call to Order and Roll Call<ul style="list-style-type: none">○ Board President Blanchard called the meeting to order at 11:07 a.m.○ BOARD PRESENT: Elaine Barnett, Barry Blanchard, Cindy Cyphers○ STAFF PRESENT: Michelle Boisvenue-Fox, Nikki Coolbaugh, Brandee O'Brien• Review of Agenda: Cyphers made a motion to accept the agenda as presented, Blanchard seconded the motion. Motion carried.
2	Determine Personnel Committee Chair <ul style="list-style-type: none">• Cyphers volunteered Barnett to serve as chair, Barnett accepted and was selected by acclamation.
3	Review and Discuss Drafted 2021 Employee Handbook <ul style="list-style-type: none">• Barnett asked O'Brien to review proposed handbook changes and their origin. O'Brien discussed the changes that required update in the Employee Handbook including: Equal Pay for Equal Work Act (EPEWA), clarification of leave accrual verbiage in order to comply with the Healthy Families Workforce Act (HFWA), The Crating a Respectful and Open World for Natural Hair Act (CROWN Act), additional information on Grooming and Attire expectations, and addition of information regarding Conflict of Interest in regards to the recently approved Purchasing Policy.• Committee members received a summary of changes to the MCL Employee Handbook, a redline draft in advance of the meeting. The committee discussed drafted changes and requested edits on topics including: the removal of the EPEWA of the words "on the basis of pay alone", in the HFWA section changing all "must" or "should" verbiage to "shall".• An additional suggestion was made to add information on exempt vs non-exempt employees.• O'Brien clarified that the handbook draft is currently awaiting legal review with Employers Council and will be sent to committee members after review is completed before sent to the full Board of Trustees for the October Board Meeting.
4	Adjournment <ul style="list-style-type: none">• Blanchard moved to adjourn the meeting at 11:49 a.m.; Cyphers seconded. Motion carried.

Minutes submitted by Nikki Coolbaugh, MCL Executive Support Coordinator