



**AURORA PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES  
POLICY AND PERSONNEL COMMITTEE  
MEETING AGENDA  
DECEMBER 7, 2022  
6:00 p.m.  
SANTORI LIBRARY  
JOHN AND JEAN SAVAGE BOARD ROOM**

- I. Call to order
- II. Roll Call
- III. Approval of minutes of the November 9, 2022 meeting
- IV. Public comments
- V. Employee Handbook Review: Classification of Employment; Work Hours and Attendance; Hours and Compensation; EEO Policy; Drug Free Workplace; Confidentiality; Conflict of Interest; Safety in the Workplace; Visitors; Personnel Files; Personal Property; Parking; Smoking; Solicitation (discussion)
- VI. Employee Handbook Review: Library Organization; Collective Bargaining Unit; Continuous Learning and Tuition Assistance; Benefits; Vacation; Paid Time Off; Personal Leaves; Other Leaves of Absence; Anti-Harassment; Reasonable Accommodations; Library Expectations; Open Door; Dress Code (discussion)
- VII. Employee Handbook Review: Library History; Welcome Letter (discussion)
- VIII. Project Plan Review (discussion)
- IX. Adjournment