



**AURORA PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES  
POLICY AND PERSONNEL COMMITTEE  
MEETING MINUTES  
DECEMBER 7, 2022**

**CALL TO ORDER:** at 6:03 p.m.

Present: Trustees Paul LaTour, Sandeep Londhe, and Matthew Orr

Absent: None.

Also present were Executive Director Michaela Haberkern and Human Resources Manager Brenda Blough.

**APPROVAL OF MINUTES OF NOVEMBER 9, 2022 COMMITTEE MEETING:**

Sandeep Londhe moved and Matthew Orr seconded to approve the minutes of the November 9, 2022 committee meeting.

All in favor, minutes approved

**COMMITTEE MEETING 11-09-2022 MINUTES APPROVED**

**PUBLIC COMMENTS:** None.

**REVIEW OF 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.**

Michaela reviewed the changes recommended at the last meeting.

**REVIEW OF 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.**

Brenda reviewed with the committee the suggestions and comments to these sections made by Reesheda Graham Washington, the library's EDI consultant. The committee paid particular attention to the suggestions regarding the Continuous Learning and Tuition Assistance Section and revised wording in the Library Expectations section.

**REVIEW OF LIBRARY HISTORY; WELCOME LETTER.**

Brenda discussed the sections under review with the committee. Members of the committee requested that information regarding collection, community, and staffing be added to the Library History section, and suggested come customization to the Welcome Letter.

**ADJOURNMENT**

Sandeep Londhe moved and Matthew Orr seconded to adjourn at 7:26 p.m.  
All in favor, meeting adjourned.

**CERTIFIED TO BE A TRUE COPY**

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Chair, Policy and Personnel  
Committee