

RAILS BOARD POLICY COMMITTEE MEETING

October 16, 2019 | 1:00 p.m.

RAILS Burr Ridge and Carol Stream Public Library
125 Tower Drive, Burr Ridge, IL 60527 | 630.734.5000

Minutes

1. Call to Order and Roll Call

Committee Chair Gwen Gregory called the meeting to order at 1:01 p.m. at Burr Ridge Service Center.

Present at Burr Ridge: Halle Cox, Gwen Gregory, Scott Pointon

Present at Carol Stream Public Library via Zoom: Nadia Sheikh

2. Recognition of guests and announcements

Present at Burr Ridge: Deirdre Brennan, Samantha Daly, Mary Hudspeth, Jim Kregor, Jane Plass, Stacy Palmisano

3. Adoption of Agenda

Ms. Cox moved for the adoption of the agenda; Mr. Pointon seconded and the motion was unanimously approved.

4. Public Comments

None

5. Acceptance of Minutes:

Mr. Pointon moved for the acceptance of the minutes for the August 08, 2018 Policy Committee Meeting; Ms. Cox seconded and the motion was unanimously approved.

6. Employee Handbook-review process

Ms. Brennan thanked the committee for serving and talked about the process involved in revising the employee handbook. HR Source and the RAILS lawyers have reviewed the handbook and made recommendations to comply with all laws. The biggest change is the positive tone of the handbook. Policies were also added that were not in the handbook and the layout was reorganized. The RAILS Board previously approved the updated paid family leave policy which is now included in the handbook. Ms. Plass mentioned that one significant change is the pronoun "they" has been used throughout most of the document where she/he appeared. The Policy Committee will review the entire handbook and once all changes have been made the RAILS board will review for approval and lastly the handbook will be sent to the Illinois State Library. The goal is for the entire process to be complete by July 1, 2020. The committee agreed to meet over the next four months to reach that

- goal.
7. Review of Employee handbook part 1
The committee reviewed the handbook starting with Welcome to RAILS and ended on page 29, Open Door Communications/Problem-Solving Procedure. Several changes were made and a list of questions for the lawyer was created. A recommendation was made to use consistent language when asking for something in writing or by electronic mail. Ms. Brennan will contact the lawyer and report back to the committee at the next meeting. Mr. Pointon left the meeting at 2:17 p.m.; the committee continued reviewing the handbook in his absence.
 8. Meeting schedule
The committee agreed to meet over the next four months:
November - TBD
December 12, 2019, 1:00-3:00 p.m.
January 17, 2020, 3:00-5:00 p.m.
February 21, 2020, 3:00-5:00 p.m.
 9. Next Meeting and Future Agenda Items
November meeting date to be determined. Continuing to review the Employee Handbook. Report from Ms. Brennan on the list of questions given to the lawyer.
 10. Adjourn
The meeting was adjourned at 3:05 p.m.

Committee Members:

- Gwen Gregory, Chair and Vice President
- Sue Busenbark
- Scott Pointon
- Halle Cox
- Nadia Sheikh
- Ex Officio:
 - Deirdre Brennan, RAILS