



**Administration Committee Meeting**

**Minutes**

Thursday, March 7, 2019

2:00 pm

**1. Call to Order by Committee Chair**

The meeting was called to order at 2:26 pm by Committee Chair Dorothy Clark-Smith.

**2. Roll Call**

Present were Chair Dorothy Clark-Smith, Committee Member Constance Riales and Library Director Amy Crump.

**3. Public Comment**

None

**4. Unfinished Business**

a. None

**5. New Business**

a. Employee Handbook/Personnel Policy amendments

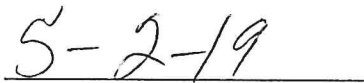
- i. After discussion about the Lunch and Break Periods Policy (amended in February 2019), the Committee recommends that the Bellwood Public Library approve that the policy be amended that the lunch break be for 45 minutes – of which 15 minutes is paid time – for eligible employees.
- ii. After discussion about Vacation Policy (amended in February 2019), the Committee recommends that the Bellwood Public Library approve grandfathering in all current staff who work 20 hours or more per week to be eligible for paid vacation time. Starting January 1, 2019, staff who are hired to work less than 20 hours per week shall not be eligible for paid vacation time.

**6. Adjournment**

Chair Dorothy Clark-Smith moved to adjourn the meeting at 3:12 pm. The motion passed.



Chair Signature



Date