



**Administration Committee Meeting
Minutes**

Thursday, May 2, 2019
1:00 pm

1. Call to Order by Committee Chair

The meeting was called to order at 1:10 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. Approval of Minutes for March 7, 2019 Meeting

- a. Chair Dorothy Clark-Smith moved to approve the minutes of the March 7, 2019 Administration Committee Meeting. Trustee Riales seconded the motion and it passed unanimously.

5. Unfinished 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 as follows:
 1. All employees who are to work for up to 4 hours per day shall receive one (1) paid 15-minute break period as approved by their supervisor or if none, by the Library Director.
 - ii. After discussion about Vacation Policy (amended in February 2019), the Committee recommends that the Bellwood Public Library approve removing the following sentence:
 1. Vacation time must be taken in one (1) hour increments or greater.

6. Closed Session

- a. Trustee Riales moved that the Committee move into closed session at 1:17 pm for the purpose of appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body under 5 ILCS 120/2 (c)(1). President Clark-Smith seconded the motion and the Committee moved into closed session.

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- b. Conversation took place about the Interim Department Head status.
- c. Trustee Riales moved to come out of closed session at 1:20 pm. Motion was seconded by Chair Clark-Smith and closed session ended.

7. Return to Open Session

- a. Trustee Riales moved to return to open session at 1:21 pm. Motion was seconded by Chair Clark-Smith and the open session re-commenced.

8. Adjournment

- a. Trustee Riales moved to adjourn the meeting at 1:21 pm. Chair Clark-Smith seconded and the motion passed.

Chair Signature

Date