

Morris Area Public Library
Board of Trustees - Personnel and Policy Committee Meeting Minutes
12/23/2025
6:00p
Morris Area Public Library Conference Room

Minutes-

1. Call to Order and Roll Call

- a. Call to order by Keavney at 6:08PM
- b. Roll Call: Cummings, Ebert, Geiger, Keavney were present. Keegan, Peterson, Russell were absent.
- c. Library Interim Director Barowsky was present

2. Correspondence, Communications, and Public Comment

- a. none

3. Old Business

a. Update on internal review of Staff Benefits

- i. Interim Director Barowsky reported that the internal review of staff is complete and is currently presenting the information to each staff member. Two staff members were owed PTO hours due to an error in Paylocity. Several staff members' PTO max needed to be updated for proper accrual. One staff member's insurance payroll deductions were calculated incorrectly. The discrepancy will be corrected through the budget.

b. Update on pay scale proposal progress

- i. Interim Director Barowsky reported the pay scale is still a work in progress and will be readdressed in January.

4. New Business

a. Committee Review of the Library Credit Card Use Policy

- i. Interim Director Barowsky presented a proposal to update the Library Credit Card Use Policy. Feedback included adding some descriptive language to why the Business Manager is precluded from having a card, adding the rationale on how credit limits are established, and adding the Board be informed of any lost/stolen cards.
- ii. The committee will present the updated policy to the full board at the January Board meeting for approval.

5. Adjournment

- a. Keavney moved to adjourn at 6:29PM. Second by Cummings. Approved 4-0