

Meeting of the Operations Committee of the Byron Public Library District  
June 11, 2024

Committee Members Present: Susan O'Neil (chair), Rachel Hansen, and Sean Hosseini

Also Present: Emily Porter, Director

Absent: None

Mrs. O'Neil called the meeting to order at 11:02 a.m.

Mrs. Porter presented a packet containing proposed versions of policies to be reviewed and updated. Mrs. O'Neil discovered a current Open Door policy, that serves as a Grievance policy, but lacked a procedure for when the grievance involved the Director. It was also suggested that the board could call HR Source for a mediator if necessary.

The committee also reviewed other libraries' Emergency Closing procedures. It was decided not to include specific guidelines for weather closings. However, after the recent power outage, the committee decided to include a clause that allows the library to close after 30 minutes with no power. Once power is restored, the library will reopen as soon as staff can be recalled.

Mrs. Porter presented the DeKalb Public Library's Director Evaluation policy. Mr. Hosseini agreed that it made the work of evaluating the director very clear. After changing the deadlines, the committee agreed to present it to the board at the June 12 meeting.

Mr. Hosseini moved to adjourn the meeting. The meeting adjourned at 12:02 p.m.

Respectfully submitted,  
Emily Porter, Director

Approved June 12, 2024