

**SWAN Personnel Committee Meeting**  
**800 Quail Ridge Drive, Westmont, IL 60559**  
**April 12, 2019**  
**Minutes**

**SWAN Board Members in Attendance:** Doug Losey, Julie Milavec

**Visitors:** Aaron Skog, Executive Director, SWAN; Ginny Blake, Office Manager, SWAN.

**Call to Order:** The meeting was called to order at 11:00 a.m.

**Discussion Item**

**Parental Leave Policy Update**

Skog noted that at the April SWAN Board meeting, Board President Bodewes would like to see the Committee make a recommendation. The policy would go before the board.

The Personnel Committee worked on the current SWAN Parental Leave policy that is in the packet. This is the current policy SWAN has. It refers to FMLA however, SWAN being under 50 employees FMLA does not apply to us.

There was agreement if you are going to have Maternity leave you should have Paternity leave, which would be parental leave. Skog noted that HR Source is monitoring the parental leave law being worked on in committee for Illinois employers, but as it stands the draft of the law would apply to employers of 50 or more staff.

Milavec noted one important aspect of parental leave is the idea of going consecutive vs. concurrent. This affects staff filling in for scheduled shift coverage during the time frame the employee is off for paternity leave.

Skog noted that SWAN is providing coverage off hours, weekends, on call staff, and we have done very well with that. With the new staff changes in March, we do not see any issues with coverage, and in fact it will be improved coverage moving forward should a parental leave policy be put into place

Milavec shared another concern would be members perception. This is the possibility of some push back should SWAN provide parental leave while other libraries cannot be as "generous." Plus, with the minimum wage increase mandated by Illinois law, this could be viewed as an insensitive decision by SWAN Board members. Milavec shared there was a lot of fear about minimum wage discussion at a RAILS membership meeting recently. A lot of the discussion was about compression of wages and how it will affect higher pay grades as well as lower ones.

Losey said he thinks that the minimum wage that people seemed to be panicked about is premature. He noted the wage hikes are spread out over a period of years, allowing libraries to phase these changes into their budgets accordingly. In terms of budgeting for SWAN, what would SWAN do if anything differently to budget for Paternity Leave?

Skog stated the goal for today was to see if we can draft parental leave, find out if this even doable with the Personnel Committee, and have a discussion at the SWAN Board meeting. We can follow up with answers to questions. Skog recommended four weeks Paternity Leave as a possibility for discussion.

Milavec agreed that she would like more board input before we ever get to the voting point.

Skog will write up an overview, reorganization is larger and cross training gets job done. Recruitment, retention, benefits. He will ask HR Source to help draft the Parental Leave policy and have a Question & Answer for the May meeting and see if the board wants to decide by June.

#### **Discussion Item**

##### **Harassment Policy Update**

In the Personnel Committee meeting packet, page 42 of the drafted Employee Handbook has been updated on the Harassment Policy. These additions were recommended by HR Source after SWAN employees underwent training by HR Source last year.

#### **Discussion Item**

##### **MLK Holiday Revision**

We made a recent addition and added MLK as a list of Holidays. With MLK that we just had, there were many libraries that were open that we decided to look at two holidays and decided to split between MLK & President's Day for staff. This is a modified "floating" holiday that SWAN managers will approve on a per employee basis.

#### **Additional Policy Discussion**

##### **Travel Policy**

Skog said the Travel policy will be tightened up with some of the policy wording and some of the per diem wording.

##### **Names and Preferred Pronouns**

Skog shared this was discussed by SWAN managers, but after the Personnel Committee meeting agenda was posted. He would add a draft of this to the SWAN Employee handbook and make it part of the Board discussion.

Adjournment:

The meeting was adjourned at 12:00pm

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Minutes Prepared by Ginny Blake

Respectfully Submitted,

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Tiffany Verzani  
Board Secretary