

**Yorkville Public Library**  
Policy Committee Meeting  
Thursday, August 27, 2020 6:00pm  
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 6:06pm by Committee Chairman Julie Brendich, roll was called and a quorum was established.

**Roll Call Committee Members:** Theron Garcia-yes, Wamecca Rodriguez-yes, Julie Brendich-yes, Darren Crawford-yes

**Others Present:**

Library Director Elisa Topper

**Recognition of Visitors:** Chairman Brendich recognized Ms. Topper.

**Amendments to the Agenda:** None

**Public Comment:** None

**Staff Comment:** None

**New Business:**

**Approve Personnel Policies/Procedures for Covid**

The purpose of the meeting was to approve a procedure/policy pertaining to paying employees who experience Covid or related symptoms. Ms. Topper had sent to committee members a sample procedure that was compiled by area Library Directors and a sample flow chart from a separate source. Mr. Crawford said direction is needed in the event of a Covid illness with Library staff or exposure to the Covid. Ms. Topper said two employees had been exposed to others who had Covid.

Committee members discussed the accuracy of the one-hour rapid test and the number of quarantine days required after Covid or exposure or after taking a vacation to a 'hotspot'. Ms. Topper said temperature checks are still being done on staff every day. Reporting Covid cases to Kendall County was also noted, whether it be employees or patrons who may have exposed staff. A form called EPSLA (Emergency Paid Sick Leave Act) is needed for employees to be paid if they are out sick with Covid or due to exposure. This temporary law is effective until December 2020. It was also suggested that the CDC "return to work flow chart" be used. Ms. Rodriguez questioned the time period of 10 days vs. 14 days quarantine in the procedure vs. the flow chart. The procedure calls for a Covid test after quarantine vs. the flow chart which does not require a test. She also said guidance is needed regarding anyone who travels and is exposed to Covid.

The committee also discussed if an employee can apply for EPSLA more than once, in the case of several family members becoming sick with Covid. Employees who contract Covid or are absent due to family members having Covid, would be paid first through EPSLA, then from sick time and then vacation time. It was noted the Library, (not federal funds), pays for the EPSLA time off. Pay for full time vs. part time staff and the option of making up time were both discussed.

Ms. Topper noted that returned books are now being quarantined for 7 days per RAILS guidelines. The Board discussed the number of days various materials can be Covid-contaminated.

President Crawford said that the written document needs to be adopted as a policy since it involves funds.

The Board decided the following:

1. Omit the entire last section in the proposed YPL Protocol
2. Ms. Topper will revise the Protocol procedure.
3. Board will use the CDC flow chart for return to work procedure.
4. Ms. Garcia will create an EPSLA form and send to all.
5. Procedure to be brought back to Board for approval as Policy since funds are involved.
6. Fonts in footnotes to be corrected for uniformity.
7. Add a link for EPSLA.

**Executive Session:** None

**Adjournment:**

There was no other business and the meeting was adjourned at 6:59pm.

Minutes respectfully submitted by  
Marlys Young, Minute Taker