



# **EMPLOYEE HANDBOOK COMMITTEE MINUTES**

## **April 18, 2024**

### **EMPLOYEE HANDBOOK COMMITTEE MEETING**

The Employee Handbook Committee held a meeting in the West Meeting Room of the Peru Public Library on Thursday, April 18, 2024. The meeting began at 4:07 pm.

### **ATTENDEES**

COMMITTEE MEMBERS PRESENT: Bryan Maggart, Regina McDowell, and Alison Paul

STAFF PRESENT: Director, Maryann Farnham and Assistant Director, Michelle Spangler

### **MINUTES**

The Employee Handbook Committee met to discuss updating the Employee Handbook. Special attention was once again given to the Grievance Policy, as this was a new policy being added to the handbook. The committee wanted to make sure that this section was straightforward and transparent so that everyone involved would understand the policy. After the Grievance Policy was complete, the committee reviewed the rest of the handbook, only making minor changes. The Employee Handbook will be presented for approval to the Board of Trustees at the April Meeting. The meeting was dismissed at 5:57 pm.

**MINUTES PREPARED BY: Michelle Spangler, Assistant Director**

### **APPROVAL OF MINUTES:**

(Signature and Date)

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**EMPLOYEE HANDBOOK COMMITTEE MEMBER**