



Approved

BOARD OF TRUSTEES POLICIES COMMITTEE

Meeting Notes from August 10, 2026, 5:00 pm

In attendance: Alison Zero Jones, Mary McCabe, Lyla Grills (Director)

The committee and director met to discuss the Employee Handbook. The current handbook and a draft handbook for The Town, created by Complete Payroll, were reviewed.

It was decided to try to use the new draft being compiled for the Town with some library-specific revisions. The draft uses a lot of boilerplate language, but this will work for our purposes.

The Dress Code section of the current Library Employee Manual is outdated. The new draft doesn't mention anything too specific, just appropriate and neat/clean clothing which will work for us.

The earned absences, holidays off, and related areas are different for the Library than for The Town, so this would need to be changed in the manual.

We discussed whether background checks should be a part of the hiring process and it was a consensus that it would be good to have these conducted, at a basic level.

Lyla will continue to work with the Town on the Handbook, and can hopefully utilize their framework with the Library-specific changes.