

Library Center of the Ozarks

Board of Trustees Meeting Minutes

Library Center of the Ozarks, Tech Room

June 18, 2024, 11-12:20 pm

1. Roll Call of Trustees

1. Mindy Honey, Debbie Redford, Garrett Vanderpool, Jeff Gerken, Anne E McGregor

2. June 4 Meeting Minutes (**approval needed**) Mindy Honey

1. Jeff Gerken made a motion to approve the minutes

2. Debbie Redford seconded the motion

3. Slate approved

3. Visitor Comments (Comments are limited to 3 minutes per person with a limit of 15 minutes.)

1. None

4. Treasurer's Report Garrett Vanderpool

a. Garrett Vanderpool presented the Treasurer's Report

a. Mindy Honey made a motion to accept the report as presented

b. Jeff Gerken seconded the motion

c. Slate approved

5. Invited Guest

1. None

6. Directors Report

a. Director Essy Day gave brief update and shared website design proposals she received from four companies.

7. Old Business

a. LAGERS - Debbie Redford gave an update on what she has learned about Lagers and shared her recommendation to begin at 1 percent and then evaluate the impact to the budget.

b. Proposed Budget Amendments - Garrett Vanderpool provided proposed budget amendments as discussed previously.

a. Debbie Redford made a motion to approve the proposed budget amendments.

b. Garrett Vanderpool seconded the motion

c. Slate approved

8. New Business

a. Approval of Web Design – Essy Day recommended Campaignium to design the library's website

a. Mindy made a motion to accept Essy Day's recommendation and move forward to working with Campaignium at a cost of \$3,629

b. Jeff Gerken seconded the motion

c. Slate approved

- b. Draft Employee Policies for consideration
 - i. Draft Bereavement Policy
 - i. Jeff Gerken made a motion to approve
 - ii. Garrett Vanderpool seconded the motion
 - iii. Slate approved
 - ii. Draft Jury Duty
 - i. Debbie Redford made a motion to approve
 - ii. Jeff Gerken seconded the motion
 - iii. Slate approved
 - iii. Draft Leave of Absence Without Pay
 - i. Mindy Honey made a motion to approve
 - ii. Debbie Redford seconded the motion
 - iii. Slate approved
 - iv. Draft Overtime Policy
 - i. Jeff Gerken made a motion to approve
 - ii. Debbie Redford seconded the motion
 - iii. Slate approved
 - v. Workman's Compensation Policy
 - i. Jeff Gerken made a motion to approve
 - ii. Debbie Redford seconded the motion
 - iii. Slate approved
- c. Suggested Revisions: Paid Time off Policy*
 - a. Mindy Honey made a motion to approve
 - b. Jeff Gerken seconded the motion
 - c. Slate approved

9. Committee Report

10. Public Comments

11. Comments from Trustees

- a. Meeting with Commissioners, June 24, 9am
- b. Garrett Vanderpool's final words and acknowledgement

12. Next Meeting July 2, 11-12:30

- a. Anne E McGregor will chair the meeting from online link

13. Meeting Adjourned

- 1. Jeff Gerken made a motion to adjourn
- 2. Garrett Vanderpool seconded the motion
- 3. Slate approved

*Attached Documents:

Library Center of the Ozarks

Paid Time Off Policy (proposed revisions in red)

Library Center of the Ozarks believes that employees should have opportunities to enjoy time away from work to help balance their lives. For this reason, we provide a Paid Time Off (PTO) program to employees who work 20 hours a week on average.

PTO provides employees the freedom to decide how to use their personal time off. Library Center of the Ozarks believes this program offers more generous time off with pay than traditional vacation, sick and personal time packages. Employees can use their PTO days in a number of different ways; for example:

- As vacation
- For personal business
- For periods of illness
- For doctor or dental appointments
- For personal emergencies
- For family emergencies
- In the event of severe weather or adverse driving conditions

PTO does not replace the Company holiday schedule. We will continue to have compensated holidays each year.

Eligibility for PTO

All employees who work 20 hours a week on average are eligible to earn PTO on a monthly basis. Full-time employees earn PTO by working at least 40 hours per week.

PTO Accrual

Employees accrue PTO hours after 2 months of employment. After that point, employees who work 20 hours a week on average will accrue PTO hours each pay period. Accrued PTO is available for immediate use. ~~Employee PTO is capped at 60 hours.~~

Employee PTO Accrual Table

Paid Time Off Hours Accrued Per Month

Years of Service	Full-time employees (40 hrs/week)	Part-time employees (20-39 hrs/week)
0-1	126	36
2-4	168	48
5-9	1020	510
10-14	1224	612
15+	2814	714

Maximum PTO Accrual

~~As mentioned above, employee PTO is capped at 60 hours.~~ Employees can accrue up to 120 hours annually with a carry-over of 80 hours are encouraged to use their PTO time before reaching their maximum accrual, so additional PTO accrual time is not lost.

Use and Management of PTO

Library Center of the Ozarks encourages employees to use their PTO responsibly and, whenever possible, to schedule time for vacations or personal leave appointments in advance. Every time-off request will be evaluated and subject to approval depending on staffing needs at the time. Library Center of the Ozarks understands there may be occasions, such as sudden illness, when you may not be able to give sufficient advance notice. In those situations, however, be sure to inform your supervisor as soon as possible.

PTO also includes time off for unexpected emergencies or illness. Do not use PTO to cover time missed from work due to tardiness, except in the case of severe weather.

Types of Non-PTO Leave

Situations that require time off such as jury duty, bereavement and workers' compensation will not be charged against your accrued PTO. Note: See separate policies on those topics to address these situations.

PTO Tracking

Library Center of the Ozarks has an automated PTO tracking system to keep a record of your accrued PTO balance. The amount of PTO time accrued, used and available will be itemized on your paycheck stub each ~~month~~-paycheck for your records.

List of Paid Holidays

- New Year's Day
- MLK Day
- Washington's Birthday/Presidents Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving
- Christmas Day

When one of these days falls on a Sunday, the following Monday is observed as a holiday. If a holiday falls on a regularly scheduled day off, the full-time employee may receive another day off to be arranged with your supervisor.

Part-time employees working fewer than 20 hours per week are not entitled to holiday pay, although they may be allowed to make up that time at the discretion of their supervisor or the Director.

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