



**BOARD OF TRUSTEES**  
Meeting Agenda  
November 19, 2024 | 9-10:30  
LCO Tech Room

Helpful Links: [Approved Bylaws](#), [Master Policy List](#), [Approved FY 2024 Budget](#), [Vision Tracker](#), [MO Public Library Standards](#), [FY 23 Tax Revenue Spreadsheet](#) | [BOT Timeline & Deadlines](#)

- 1. Call meeting to order, Pledge, Invocation, Establishment of Quorum
- 2. Motion to approve Debbie Redford as meeting Secretary
- 3. **Approval of Minutes**
  - a. October 15, 2024, LCO Meeting Minutes
- 4. **Visitor Comments** (Comments are limited to 3 minutes per person with a limit of 15 minutes.)
- 5. **Treasurer's Report** Cody Fenton
  - a. Treasurer's Report
  - b. Financial Reports
- 6. **Invited Guest**
- 7. **Director's Report** Essy Day
  - a. Director's Report 11.19.2024
  - b. 2024 Statistics
- 8. **Old Business**
  - a. Vision Tracker 2025 - Approval needed
  - b. Investment Policy (approval needed)
- 9. **New Business**
  - a. 2024 MO State Annual Report (Jan-Sept)
  - b. Revision of Policies\*
  - c. Replacement of Copy Machine
  - d. Replacement of Outside Book Drops
  - e. Recommendation for Outdoor Signage
  - f. Recommendation for Banking Oversight Cody Fenton
- 10. **Committee Report**
  - a. Site Selection
  - b. Agenda 11.13.2024
- 11. **Public Comments**
- 12. **Comments from Trustees**
- 13. **Next Meeting – December 17, 2024, 9am**
- 14. **Meeting Adjourned**

~~Absences and Tardiness Policy~~ **Attendance Policy**

All Library employees are expected to be punctual and to keep absences and tardiness to a minimum. Employees should be at their workstation on time and ready to begin work at the beginning of each shift. Employees should consider the time it takes to perform necessary tasks before starting work, such as putting away personal items.

After proper warnings, an employee may be terminated for excessive absenteeism or tardiness even if proper notice of absences and tardiness has been given by telephone or other notification.

**Absence**

~~Approval for Leave:~~

- ~~• A request for leave must be approved by the employee's supervisor. Requests for leave do not guarantee leave will be granted.~~
- ~~• Exceptions: Emergencies and illness~~

~~Advance Notice:~~

- ~~• Requests for leave should be made as far in advance as possible, with a 14-day minimum notice.~~

~~Reporting Absence:~~

- ~~• In case of illness or emergency, contact your supervisor or Director immediately. Employees must account for their time off on the appropriate form upon returning to work.~~

**Absenteeism**

Absenteeism is defined as any absence from an assigned shift which was not requested and approved in advance by the employee's supervisor. *Excessive absenteeism is defined as two or more occasions per calendar month.*

When an unexpected absence arises because of illness or an emergency, the employee must notify his/her supervisor before the start of work, or if that person is not available, the Director, so that coverage can be arranged.

*Unreported absence is subject to a written warning after one day and will be considered as a resignation (job abandonment) after two consecutive days.*

---

Employees who become ill or who must attend to an emergency situation while at work should advise their supervisor before leaving work. If the supervisor is unavailable, the employee should contact the Director for approval before leaving.

## Tardiness

### Definition of Being on Time:

- At the workstation and ready to work at the assigned time.

### Preparation Time:

- Employees should consider the time it takes to perform necessary tasks before starting work, such as putting away personal items and alerting patrons about closing time.

### Clocking In and Out:

- Employees should clock in when arriving for work and clock out when finishing work.
- No need to clock out and back in for breaks.
- Leaving the building on library business does not require clocking out and back in.

### Schedule Alterations:

- Use the proper form for schedule alterations and adjust in advance with the supervisor/director.

### Late Arrivals:

- Anyone consistently late by 15 minutes (cumulative) per pay period will have their pay docked and the appropriate disciplinary action taken as denoted in the Disciplinary Policy.

### Make-Up Time:

- No make-up time is allowed without the approval of your supervisor or Director.

### Time Clock Integrity:

- Employees are not allowed to clock in or out for others.
- Violation of this policy results in disciplinary action.

### Management Authority:

- Management members can alter time clock records with the approval of the staff member.

## **Tardiness**

---

Tardiness is defined as any occasion when an employee is expected to have started his/her shift at a given time and has not.

When an employee expects to be late because of illness or an emergency, the employee should notify his/her supervisor before the start of work and give a projected arrival time.

If the supervisor is not available, the employee should contact the Director so that accommodations can be made to cover the workstation.

Anyone consistently late by 15 minutes (cumulative) per pay period will be subject to the appropriate disciplinary action as denoted in the Disciplinary Policy.

No make-up time is allowed without the approval of the supervisor or Director.

Approved 1.2.24

---

## Library Center of the Ozarks

---

### ~~Working Hours, Breaks & Time Clock Usage Policy~~

#### **Timekeeping & Breaks Policy**

##### Working Hours

The Library will be open per the Board of Trustees' approved schedule. Full-time employees are scheduled for 40 hours per week. **Part-time employees may work no more than 1,500 hours per year, approximately 28 hours per week.** ~~while fewer than 29 hours constitute part-time employment.~~

~~Part-time employees are paid hourly.~~

The pay period is every two weeks and runs from Sunday to Saturday.

##### Time Clock Timesheets

~~Employees will use the Library Center of the Ozarks' time clock and should be clocked in as assigned time begins. Employees will do the following as it relates to the time clock:~~

- ~~• Clock in when arriving and out when leaving.~~
- ~~• Do not clock out for breaks. See notice on breaks above.~~
  - **Each employee is responsible for clocking in and out for each shift and for signing their timesheets at the end of the pay period.**
  - **Supervisors are responsible for verifying the hours reported by their staff and for approving their timesheets.**
  - **Supervisors may not alter an employee's time clock record without the employee's written approval.**
  - **Leaving the building on library business does not require clocking out and back in.**

- 
- Efficiency is encouraged. Alterations **Any changes** to the schedule need the proper form and advance approval from supervisors.
  - Clocking in or out for others will result in disciplinary action, **up to and including** discharge.

### Breaks

- ~~Working hours include a 15-minute rest period for each consecutive four-hour work period.~~
- ~~If scheduled for five or more consecutive hours, employees take a 30-minute lunch break.~~
- ~~Supervisors schedule rest and lunch periods to ensure library efficiency.~~
- ~~These periods cannot be used to make up time, shorten the workday, or be rearranged without supervisor permission.~~

### **Breaks**

- **Employees who work four or five consecutive hours will receive a paid 15-minute break. Breaks are to be taken toward the middle of the shift.**
- **Employees who work six consecutive hours will have the option of receiving an unpaid 30-minute break or one 15-minute paid break.**
- **Employees working seven or more consecutive hours will receive a 30-minute lunch or dinner break (unpaid) and two 15-minute breaks (paid).**
- **Employees must clock in and out for breaks lasting longer than 15 minutes.**
- **Breaks may not be accumulated, saved, added to lunch, used to leave work early or cover for late arrivals.**
- **Breaks may not be taken at the expense of service to the public. When staff shortages occur, it may become necessary to reschedule or cancel break periods.**
- **Note that in addition to breaks and lunch or dinner, employees have access at any time to restrooms, drinking water, and emergency phone use.**

### Tardiness

- ~~Lateness of 15 cumulative minutes per pay period may result in a reduction in pay.~~
- ~~Makeup time is not allowed without supervisor or Director's approval.~~
- ~~Clocking in or out for others results in disciplinary action, up to discharge.~~
- ~~Management members can alter time-clock records with staff member approval.~~

### Conferences and Off-Site Meetings

- ~~Workshops lasting two days or more, staff are paid for an 8-hour workday.~~
- ~~One-day workshops earn full-time staff comp time for hours over 8 and part-time staff are paid for actual hours worked.~~
- ~~Less than 8-hour workshops are paid for actual workshop time.~~

- 
- ~~The library district covers expenses for in-state workshops, such as transportation, food, and lodging if necessary. However, payment is made only for actual time worked, which includes commute time, if the staff member chooses not to stay in a hotel. If the staff member stays in a hotel, the staff member is paid for an 8-hour workday.~~

Approved 1.16.24

## Library Center of the Ozarks

---

### Vacation Leave Policy

#### Eligibility

Full-time employees working 40 hours per week are eligible for vacation leave.

Part-time employees working on average 20 hours per week are eligible for vacation leave.

Employees hired on or before the 15th of the month earn vacation leave for that month.

Employees hired on or after the 16th of the month will not earn vacation leave for that month.

Employees must be employed for two consecutive months prior to becoming eligible to use vacation leave.

The employees earn more leave on the month following their anniversary date.

Vacation leave is given on the employees' last pay period of the month.

Employees who are promoted from part-time to full-time will receive their additional leave on the last pay period of the month, following their promotion.

#### Accrual Table

Years of Service with LCO	Full-time Employees (per month)	Part-time Employees (per month)
0- 1 year	6 hours (9 days)	3 hours
1 year	8 hours (12 days)	4 hours

---

5 years	10 hours (15 days)	5 hours
10 years	12 hours (18 days)	6 hours
15+	14 hours (20 days)	7 hours

## Accrual

Employees may accrue vacation leave.

Employees are encouraged to take vacation leave within the year it was earned. Employees may carry over a maximum of 80 hours (10 days). The carry over period is for the calendar year, from January to December. Vacation leave in excess of 80 hours will be forfeited.

An employee who separates from the Library, is allowed a maximum of 160 hours (20 days) accrued vacation days to be paid out ~~after one year of continuous full-time employment~~. Additional accrued leave will be forfeited.

## Use and Management of Vacation Leave

The Library encourages employees to use their vacation leave and to schedule time off with their supervisor three weeks in advance when possible. Every request is evaluated and subject to approval depending on staffing needs at the time.

With the Director's approval, employees may use vacation leave if an illness, injury or disability exceeds the amount of sick leave that an employee has accrued.

Situations that require time off such as jury duty, bereavement, and worker's compensation will not be charged against vacation leave. Those topics are covered by separate policies.

When an authorized holiday falls within an employee's vacation, the holiday will not be counted against the vacation leave.

Vacation leave may not be used for time off due to tardiness except in case of severe weather.

Vacation leave may not be taken in less than one-hour increments.

Approved 8.20.2024

## Library Center of the Ozarks

---

## Sick Leave Policy

---

## **Eligibility**

Full-time employees working 40 hours per week are eligible for sick leave at the rate of eight (8) hours per month

Part-time employees working on average 20 hours per week are eligible for sick leave at the rate of four (4) hours per month.

Employees hired on or before the 15th of the month earn sick leave for that month.

Employees hired on or after the 16th of the month will not earn sick leave for that month.

Employees must be employed for two consecutive months prior to becoming eligible to use sick leave.

~~Sick leave is given on the employees' last pay period for the month.~~

## **Accrual**

Employees may accrue sick leave with no limit.

A full-time employee who separates from the Library is allowed a maximum of 160 hours (20 days) of sick leave to be paid out, ~~after one year of continuous full-time employment~~. Additional accrued leave will be forfeited.

A part-time employee who separates from the Library is allowed a maximum of 80 hours of sick leave to be paid out, ~~after one year of continuous full-time employment~~. Additional accrued leave will be forfeited.

## **Use and Management of Sick Leave**

Any employee who has taken three (3) consecutive sick days may be asked to provide a physician's note upon returning to work.

Sick leave may also be used for the purpose of visiting doctors, dentists or other recognized practitioners.

Sick leave may also be used for the purpose of tending to a medical need suffered by a member of your family.

If an employee has no sick leave remaining, vacation leave may be used to cover the time away from work. If sick leave and vacation leave are exhausted, the employee must apply for leave without pay. Leave without pay must be approved by the Library Director according to the policy.

Sick leave may not be taken in less than 30-minute increments.



---

Approved 8.20.2024

## Library Center of the Ozarks

---

### **Inclement Weather & Emergency Closing Policy**

Though some situations may require altered hours of operation or complete closure, all reasonable attempts will be made to keep the Library open during weather-related or unplanned emergency events.

If conditions merit, the Library Director or designated alternate may change the hours of operation, e.g., delayed openings, abbreviated hours, or complete closings, as needed to protect the safety of staff and patrons.

~~If a weather-related or unexpected event occurs on a day school is not in session, the Library Director or designated alternate will decide whether there will be delayed openings, abbreviated hours, or complete closings.~~

Unscheduled closings of any form will be announced to the public via the Library's website, social media, physical signage, when possible, local news media outlets, and voicemail.

### **Pay for Inclement Weather and Unusual Conditions**

Inclement weather or unusual conditions that prevent employees from meeting assigned schedules at their normal workplace are circumstances under which the Library has no control. Therefore,

1. In fairness to all, only those who report to work when the library is open during inclement weather or unusual conditions will be paid. Those employees who do not report to work will not be paid, and employees may use accrued leave time.
2. If an individual employee is allowed to go home early during inclement or unusual conditions when the library remains open, the employee will be credited with only those hours worked and may use accrued leave time for the remaining time.
3. If the Library closes during business hours, employees scheduled to work that day will be paid for all the hours they were scheduled to work.
4. Employees not scheduled to work on days when the Library is closed because of inclement weather or unusual conditions will not be compensated.

Approved 1.2.24