

**West Branch District Library
Board of Trustees Meeting
February 2, 2015**

Members present: Lou, Kathy, Lesli, Karen, Bill, Sheldon, Roberta, Sue, Terry, Emily and Andrew

Lou called meeting to order at 6:30 p.m.

Emily requested addition to the agenda, under new business "tech update". Roberta motioned to accept the addition to the agenda under new business, Karen seconded. All in favor, motion carried.

Minutes of last meeting: Both December 1 and Dec 16 meeting minutes on file. Sue motioned to accept the December 1, 2014 minutes, Roberta seconded. All in favor, motion carried. Sheldon motioned to accept the December 16, 2014 minutes, Terry seconded. All in favor, motion carried.

Public Comment: None

Treasurer's Report: On file. Lesli stated all in order, of note the property taxes are starting to come in, and contributions are up. Karen motioned to accept the treasurer's report and Sheldon seconded. All in favor, motion carried.

Librarian's report: On file. Of note, the AED device will be installed next month in the main entry. Emily commented on Karen's question on the budget from Dec meeting: the amended budget notation was from last year's budget. It is correct at this time. Emily Warckecke who is in charge of the preschool story hour had been working on a grant for furniture for our smaller participants. The money received was a very limited amount so was earmarked for supplies. Emily B. would like to propose to the board that we look at obtaining or purchasing some appropriate size furniture. Sheldon commented that we may be able to look at some of the State or Fed programs that have disbanded and they may have some furniture to donate or get at a reasonable price. This will be looked into.

Old Business: None

New Business: The Ogemaw Business Expo will once again be early April. Emily and Andrew presented a booth last year and had good response. They would like to do this again. They will apply for booth.

Tech update: Andrew mentioned the Merritt installation is complete- the final payment made. He is pleased with the functionality of the service. Luke has taken over the "Tech Tuesdays" and has proven to be remarkably good at this. They are having classes for Windows 8.1 and a good response. It was mentioned by Sheldon that we may need to look at the tech budget and rework it to plan for changes down the road.

The Personnel Committee met last week to review the current director and assistant director change in duties. Emily and Andrew met with the committee and discussed how they felt the arrangement was working. Both felt that it was working out well. Emily appreciates the flexibility the board has given her. She is spending most of her time with the financial duties while Andrew is handling the facility/physical issues. They are comfortable with the

arrangement and are reassured the other staff is also. Emily stated that since there are no new programs to be addressed until the Summer Reading Program starts and Andrew has initiated the help of Luke for the "Tech Tuesdays" they feel they can continue this for the requested period. It was the recommendation of the personnel committee to continue this arrangement and will discuss further with the Board. At this time it was also brought up by Lesli and the committee that Amy really has stepped up to help Andrew while Emily was off on maternity leave. Amy is an exceptional, long term employee and it was felt we should reward her for her extra work. It was motioned by Roberta that we get her a "Chamber gift certificate" to come out of miscellaneous expenses for the amount of \$200.00. Sheldon seconded this motion, all in favor. Motion carried.

It was at this point the board asked Emily and Andrew to step out of the room so the board could hear the Personnel recommendations. The committee feels comfortable with the current arrangement and proposes to continue at this time. However, it was found that we erred in not following the personnel handbook policy when Emily asked for and was approved for LOA and part time work hours while arranging for daycare. We as a board should have at that time had her use her vacation, sick and personal time when she requested her LOA. After lengthy discussion and a review of what Emily was owed, she was called back in to the meeting to explain our position. At this time the policy was reviewed by the director. (See handbook). It was unanimously decided we have an employee handbook with policies and we need to abide by those policies. Terry motioned to pay Emily her unused personal, vacation and sick days as per the handbook policy. Karen seconded and all were in favor. Motion carried.

Terry then motioned to extend the current arrangement of part time employment for Emily through the end of May, 2015. Lesli seconded. All in favor, motion carried. We will plan on the personnel committee to

Meet before the June meeting

Meeting was adjourned at 7:40 p.m.

Next scheduled meeting is March 2, 2015 at 6:30 p.m.

Submitted: Kathy Shirey, secretary
