

Rolla Public Library
Board of Trustees
Minutes of July 21, 2022

- I. **Call to Order and Roll Call:** Amy Koenig called the meeting to order at 4:04 p.m. Members present included: Diana Ahmad, Becky Roberts, Kristi Fleishhauer, John Denbo, Amy Koenig, and James Marcellus (via phone). Member(s) not present included: Brenda Linkeman and Rachel White.
- II. **Welcome to Visitors:** Rebecca Buckley, Library Director
- III. **Monthly Financial Review:** Steffanie Rogers reviewed the June financials.
- IV. **Review and Approve Minutes from Previous Meetings**
 - a. June Open Session minutes – John Denbo made the motion to approve, Amy Koenig seconded, motion passed.
- V. **Library Director's Report:** As of July 13th, the Library has 608 readers registered surpassing last year's total of 456 and books read is 7,914 beating last year's total of 5,241. Over 1,010 books have been earned as well as 6,386 prizes funded through the community monetary donations or coupons received. Designs for the new roof should be ready by the next board meeting. The grant-awarded Penworthy STEAM kits arrived. The 29 kits will be cataloged and ready for check out soon. Friends of the Library will meet July 18th and most likely will be setting a fall book sale date. The building will be power washed July 27th & 28th. The key for the new book drop broke off in the lock. It is out of service at this time and the locksmith will be asked to fix it plus clean out all the external door locks. We have hired two new part-time clerks: one to replace an employee leaving and one approved in the FY22 budget. The shingle roof work will start August 8th. The fourth courier day a week has started and it should have a great impact on the speed of delivery. The three donated bookshelves were received and waiting to be setup and then we will move some areas around. The display tables purchased with donations will be here in July – one is set to go in the main library and the other may be used in the children's area. Thank you to Brenda Linkeman for helping the watering the plants in the courtyard during the heat waves. With the last of the funds from the FY21-22 in the programming account, twelve framed posters (vintage classic books) and one poster were purchased to hang around the main library. The library is waiting to hear how much annual state aid funding we will receive.
- VI. **Old Business:**
 - a. **Revisit library COVID precautions:** Discussion on paid leave for COVID situations. Motion made by Becky Roberts not to pay sick time to part-time employees, John Denbo seconded, motion passed.
 - b. **Update on roof work plans:** Rebecca reported that Waylon from Bale Roofing was supposed to be in touch about starting the shingle roof
 - c. **Review final Public Computer Usage policy for bylaws:**

VII. **New Business:**

a. **MLA Conference – Sept 28-30 (Springfield, MO):** Rebecca is going to pass on this conference this year due to the cost of hotel and budgets allowances and plan on attending the MPLD conference in December.

b. **Attendance Policy:**

- i. **Excessive Use of Sick Leave:** Current Library policy reviewed of 96 hours of sick leave is abusing sick leave use. The abuse of calling in sick is effecting the staffing abilities of the library. A call list will be created that will be alphabetically with the part-time people. If someone calls in sick, the Library Director will start at the top of the list and start calling individuals to come in to work. If a person answers and comes in to work, then they go to the bottom of the list. If a person declines and/or does not answer four times, then a disciplinary conversation will be had. If it becomes a trend, then a disciplinary action will be taken. If the entire list of part-time employees has been called to cover a shift and no one can come in, then the fulltime employees will be asked to cover the shift and receive overtime pay. Anytime there an individual calls in and does not work a scheduled shift, then the missed time will be accounted for through payroll using a Leave Without Pay code. A report can be run to review all missed time.
- ii. **Incentive Pay:** An incentive will be established: A minimum of four hour shift taken will get a \$25 incentive pay on their paycheck and a five or more hour shifts will get a \$50 incentive pay on their paycheck. This will be reviewed after 6 months. Kristi Fleischhauer made the motion to accept, Becky Roberts seconded, motion passed.
- iii. **FMLA for Part-time Employees:** The Library will offer part-time employees FMLA benefits for employees that work at least 1400 hours for qualifying incidences. John Denbo made the motion to accept, James Marcellus seconded, motion passed.
- iv. The Library will be closed at 5 p.m. on a Friday for a staff meeting to address some things, one being the excessive sick time that has been noticed recently, and Steffanie Rogers will be giving a presentation to clarify a few Library policies in the personnel handbook. Becky made the motion to close at 5 p.m. on July 29th, John Denbo seconded, motion passed.

VIII. **Schedule next meeting date:** The next Library Board meeting will be Thursday, August 18, 2022 at 4:00 p.m. in person and available via Zoom.

IX. **Adjourn:** James Marcellus made the motion to adjourn, Diana Ahmad seconded, motion passed. Meeting adjourned at 4:52 p.m.