

2018-12-10 Library Board Meeting

Approval of Agenda
Approval of November minutes
Treasurer's report

Interim Librarian Report - Berni

Check in with Betsy

Renovation update

Hours on Dec.24 and Dec.31 (see official holiday list, below.)

From Betsy: Halstead, Hesston, McPherson, Newton are all closed all day Christmas eve. Hesston and Halstead are closed all day also New Years eve, while McPherson and Newton are closing early.



Dec. 17, 5:00-6:00 Betsy open house

Updates to Board Policy Manual (see below)

Executive Session

- Interim Library pay rate, Dec.10-14
- Appreciation cards
- Approve minutes from special meeting

Rules for making amendments:

P.11

The Bylaws of the Moundridge Public Library shall be reviewed once every three years or as necessary. These Bylaws may be repealed, amended or revised at any regular meeting of the Library Board by a majority of a quorum, providing, however, that such proposed repeal, amendment or revision shall first be submitted in writing at regular meeting of the Library Board and sent to those members not present. Such proposal shall not be acted upon prior to a subsequent regular meeting of the Library Board and notice of intended repeal, amendment or revision shall be included in the notice of such meeting.

(I read this as us needing to present changes in writing to the library board at one meeting before actually making the change.)

Proposed Changes

P.18

Current:

The Library Director is a non-exempt, hourly employee as are any other library employees. In accordance with federal law and for hours worked in the work week in excess of 40 hours, time

will be paid at the rate of 1 1/2 for each hour of overtime for non-exempt, hourly employees. Nevertheless, no employee may work in excess of 40 hours per week without the approval of the Library Director or Library Board.

Proposed:

At the board's discretion, the Library Director may be classed as either an exempt or non-exempt employee. All other library staff are non-exempt, hourly employees. In accordance with federal law and for hours worked in the work week in excess of 40 hours, time will be paid at the rate of 1 1/2 for each hour of overtime for non-exempt, hourly employees. Nevertheless, no employee may work in excess of 40 hours per week without the approval of the Library Director or Library Board.

p.18

Current:

To resign in good standing, employees should give a minimum of 14 days (two weeks) written notice. Any employee who resigns in good standing may request a Letter of Reference from the Library Director. Unless an employee or former employee resigns in good standing, the only information disclosed will be in accordance with the policy for "Confidentiality of Employee Personnel Records."

Proposed:

To resign in good standing, employees should give a minimum of 14 days (two weeks) written notice. The Library Director shall give 28 days (4 weeks) written notice. Any employee who resigns in good standing may request a Letter of Reference from the Library Director. Unless an employee or former employee resigns in good standing, the only information disclosed will be in accordance with the policy for "Confidentiality of Employee Personnel Records."

P.20

Current:

The federal Family and Medical Leave Act (FMLA) applies to public agencies including the public library. To be eligible for Family and Medical Leave, an employee must have been employed for at least 12 months and have been employed at least 1,250 hours of service during the 12 month period preceding the commencement of the leave. Such unpaid leave is available in the case of the birth or adoption of a child, care for a child, spouse or parent with a serious health condition or due to the disabling illness of the employee. No employees of the Moundridge Public Library work at least 1,250 hours during any 12 month period and consequently, no employees are currently eligible for FMLA leave.

Proposed:

The federal Family and Medical Leave Act (FMLA) applies to public agencies including the public library. To be eligible for Family and Medical Leave, an employee must have been employed for at least 12 months and have been employed at least 1,250 hours of service during the 12 month period preceding the commencement of the leave. Such unpaid leave is available

in the case of the birth or adoption of a child, care for a child, spouse or parent with a serious health condition or due to the disabling illness of the employee. ~~No employees of the Moundridge Public Library work at least 1,250 hours during any 12-month period and consequently, no employees are currently eligible for FMLA leave.~~

Official Holiday List

The library is closed for a half day (after 12:00pm) on the following holidays:

Good Friday (Friday before Easter)

The library will observe holiday hours (open until 6:00pm) on the following holidays:

Martin Luther King Jr. Day (Third Monday in January)

President's Day (Third Monday in February)

Columbus Day (Second Monday in October)

The library is closed all day on the following holidays:

New Year's Day Memorial Day Independence (January 1)

Day Labor Day (Last Monday in May)

Veteran's Day Thanksgiving Day Friday after (July 4)
Thanksgiving Christmas Day

(First Monday in
September)

(November 11)

(Fourth Thursday in
November)

(December 25)