

Lee Public Library Board of Trustees Meeting

Wednesday, July 11, 2018

6:00pm at the Library - Minutes

Present for the meeting: Ruth Eifert, William Johnson, Annie Gasowski, Peg Dolan, and Deborah Schanda.

1. Approval/additions to the agenda; Minutes of previous meeting – Peg made a motion to approve and Annie seconded - approved.
2. Treasurer’s report reviewed. No discrepancies were found. We discussed end-of the year expenditures and we are on track.
Operations -- \$794.85
Nonlapsing -- \$2641.44
CD -- \$6234.53
3. Library Director’s Report
 - a. The director provided info on the monthly records for the library as well as the annual data historically.
 - b. Summer reading program has 100 students signed up. We have about 38 books read by the teens.
4. Report of the TCVC meetings 6/26 and 7/10.
 - a. Going forward, it would be helpful for the Library Trustees to have more say.
 - b. The TCVC will meet again on Friday 7/13 to decide on the top three proposals for the project.
5. Policy Updates
 - a. Several changes were made to the “Full Time Employee Benefits,” “Vacation Policy,” and “Work Week/Pay Periods” sections of the Employee Handbook. Below are the changes to be made.

NEW PROPOSED

Full Time Employee Benefits

Full time library employees (those employees working 35 or more hours per week) are eligible for benefits, including Health, Dental, Short and Long Term Disability, Group life insurance, and participation in the New Hampshire Retirement plan. Details of those benefits are available from the Town Administrator.

PROPOSED Policy

Vacation

Library employees should request vacation leave at least two weeks prior to their departure date to ensure coverage by other staff at the Library. Requests in writing should include the departure and return dates. Vacation time must be used before an unpaid leave will be approved. Unpaid leave will be approved only if there is adequate staffing available and at the discretion of the Library Director. Employees may need to rearrange normal work hours to provide coverage for vacationing employees.

It is the policy of the Lee Public Library Board of Trustees to allow full time library employees to accrue vacation at the following rate(s). The employee’s date of hire is used to determine accrual rates. The Library Director keeps all records pertaining to library employees’ vacation and sick leave, both accrued and used.

PROPOSED Policy
Work Week/Pay Periods

The work week is Sunday through Saturday. Employees are paid bi-weekly, on Friday. Pay is for the two weeks prior to payday. Timesheets are given to the Library Director or designee, and are delivered to the town Finance Officer before the end of the week.

It is the policy of the Lee Public Library Board of Trustees to cooperate with the Town of Lee such that all library employees are paid through the town's payroll system. All arrangements for mailing or direct deposit of employee paychecks must be made in advance with the town Finance Officer.

- b. Annie made a motion to accept the changes with Peg seconding.

6. Staff Benefits

- a. Annie made a motion to go into closed session, Peg seconded per RSA 91-A:3, II. Roll call vote taken.
- b. Motion to exit non-public session by Bill seconded by Annie. Roll call voted in favor.
- c. The town has allocated \$36,275 for library personnel costs.

7. Upcoming events

- a. Lee's Trees Program sponsored by the Sustainability Committee – they want us to support them with a display in the library.
- b. There will be an ending program as well at the Lee Fair.

8. Unfinished business

- a. Erica Hunter wanted to remove the railroad ties and then add pavers. The Select Board did not approve of adding some pavers and rebuilding the area and so they tabled it. But they would not be concerned about the removal of the railroad ties.
- b. There is limited coordination between different committees in the town. There should be more coordination so that there is information dissemination between groups.

9. Meeting adjourned at 7:30 pm

Next Meeting August 8, 2018, 46 Lamprey Lane, 6:30p.m.