

Linwood Community Library Board Special Meeting Minutes: April 1, 2024

Call to Order

Board Members present: Sheldon Wheaton, Lea Chrisman, Melissia Smitka, Kathy Reno, Chris Mensch, Aly Evans

Staff Present: Dennis Shelton

Guests: None

The meeting was called to order at: 6:37 P.M. by Melissia Smitka

Agenda

PTO Policy Update

Action Items:

Sheldon made a motion approve the Agenda with the addition of "Budget Seminar". Chris seconded. Motion carried 6/0.

New Business

PTO (Paid Time Off) Policy: The following edits were discussed and mutually agreed upon to the policy presented: add "regularly" after "are" and before "scheduled" and added "an average of" after "work" and before "20" in line #1. Added "director" in line #3 for approval of PTO in "Eligibility" Section. Changed decimals from .019231 to .0193 and .038462 to .0386 for implantation into Rippling Payroll Software in "Accrual Rate" Section. Added "immediate supervisor" to line #1 in "Exceptions" Section.

Chris moved to approve the PTO (Paid Time Off) Policy with outlined edits. Aly seconded. Motion carried 6/0.

Budgeting Seminar: Sheldon moved to approve Dennis' expenses (cost of workshop, mileage and lunch) to attend the Municipal Services 2024 Budget Workshop on May 16 in Topeka KS. Chris seconded. Motion carried 6/0.

Executive Session

Lea made a motion to enter Executive Session at 7:15 P.M. to discuss Security, with Open Session to resume at 7:25 P.M. Chris seconded. Motion carried 6/0.

Lea made a motion to enter Open Session at 7:25 P.M. Sheldon seconded. Motion carried 6/0.

Action Item:

