

BRADFORD MEMORIAL LIBRARY
Library Board Meeting Minutes of January 8th, 2018

Board Members Present: Mrs. Nancy Wagner, Mrs. Judy Cole, Mr. Richard King, Mr. David Worley, and Mrs. Susan Holthaus.

Others Present: Mrs. Carol Huffman and Mrs. Kristi Jacobs.

I – CALL TO ORDER

Mrs. Wagner called the meeting to order.

Drew Wilson could not make it to the meeting today due to illness. His endowment investment presentation will need to be rescheduled.

Mrs. Jacobs introduced Mrs. Carol Huffman, the new Youth Services Supervisor. She then left the meeting.

II – CONSENT AGENDA (November minutes, November and December bills, and financial statements)

There was a question about what an invoice paid on November 1st was for. The amount was for \$1,600 to Don's Heating and Air. This was for the labor of servicing units and installing new filters in 10 heating units at \$160 apiece. Don's did originally install the units. The winter preparations are more expensive than the summer.

The December expenditure totals are not final as there will be more December invoices trickling in that will be run separately and will come out of the 2017 budget. Any revenue will be transferred over to the Capital Improvement fund automatically.

The motion was made by Mrs. Cole to accept the minutes for November and the bills and financial statements for November and December as presented. The motion was seconded by Mr. King and passed unanimously.

III – COMMITTEE REPORTS

Friends of the Library: Mrs. Cole reported that the dates for the next FOL book/bake sale are April 5th, 6th, and 7th. The slate of officers will stay the same with Morgan Metcalf remaining a president, Bob Proctor as vice-president, Connie Worley as secretary, and Judy Cole as treasurer. Marlene Rethman agreed to shadow Mr. Metcalf in his presidential duties with the possibility of taking over that position next year.

There was discussion about the possibility of having some promotional items made. Something along the lines of a bumper sticker or window decal with "I "heart" Bradford" on it. The board agreed that if something like that were designed and purchased the newer Bradford logo and colors should be used. The same would be true for any new book bags purchased.

It was suggested that specific items could be requested in an annual letter that could go out to the public soliciting donations to the Friends, like from a wish-list. Also, it was suggested that more author visits and book signings could be scheduled by the Friends as a way to promote the library versus just buying things.

BRADFORD MEMORIAL LIBRARY
Library Board Meeting Minutes of January 8th, 2018

A recommendation was made to have a couple of Friends meetings rescheduled throughout the year to a different time of day, as some members cannot make it to the noon meetings.

IV – DIRECTOR’S REPORT

There is still a board member seat open for applications. Continue to put out the word about that.

Both of the new HVAC units discussed in the last meeting have been installed and are up and running.

The new book-drop was delivered and Kevin from the city came out the next day and installed it.

Mrs. Huffman’s first day is today and another new employee, Sydney Sullivan, started last week as a new Circulation Assistant upstairs.

The city changed their policy to pay holidays out of personal leave. This increased the personal leave accrual rate to accommodate these 9 extra days for their full-time employees. Mrs. Jacobs has opted to keep the current plan as is for the library. With the way part-time library employees accrue leave it would end up costing them more leave time to cover holidays than they have. The city does not have part-time employees with benefits so this is not an issue they have to consider. Payroll has told her that keeping the current plan does not create extra work for them so they see no problem with it.

The United Way Allocation Hearing was on January 4th. It went well and Mrs. Jacobs and Mrs. Tower should find out how much the Outreach Services will receive for large print books by the end of next week. Mrs. Jacobs mentioned that she will likely apply for an additional mini-grant from the United Way for different programs in the future, like children’s programming or a healthy eating with crock-pot type recipes type of program.

In the totals listed on Mrs. Jacob’s Director’s Report hand out the number listed for items deleted is 3,761. She said that this actually reflects about 3 months’ worth of deleted items. This number is not only books but also includes magazines from a year ago and temporary interlibrary loan items no longer being used at Bradford.

V – OLD BUSINESS

There were no topics for discussion under Old Business.

Mrs. Jacobs was asked if the ChromeBooks have arrived and she said not yet.

VI – NEW BUSINESS

Personnel Policy Annual Review: Mrs. Jacobs suggested that item J, titled Time Sheets, on page 4 of the personnel policy, be reviewed and possibly changed.

Currently this item reads: “Each employee is responsible for keeping an accurate account of hours worked on Library time sheets. (Approved 11/22/04)”

BRADFORD MEMORIAL LIBRARY
Library Board Meeting Minutes of January 8th, 2018

Mrs. Jacobs suggests it reads as: “All employees are required to accurately record work time. Employees are required to clock in at the start and end of their shifts. Employees that are scheduled to receive a lunch period must also clock out and be relieved of all duties for a minimum period of 25 consecutive minutes.” She copied this wording from the city’s personnel policy.

Mrs. Cole pointed out that the wording and time doesn’t seem to coincide with item B, titled Breaks under Work Schedule, on page 8 which reads: “Staff members are entitled to one fifteen-minute break for every four consecutive hours worked. The meal period is not included in the workday, but is taken on the employee’s own time at a scheduled time. A minimum of thirty minutes or a maximum of sixty minutes, for meal break, must be taken by an employee who works more than six hours in a single day. Break time may not be added to lunch hours, or used to compensate for late arrivals or early departures from work.”

Mrs. Jacobs said that the “25 consecutive minutes” she used is due to the fact that a meal break is only legally considered a meal break if the employee is clocked out for at least 30 minutes. She said she could change the wording to state “a minimum of 30 consecutive minutes”.

The motion was made by Mrs. Holthaus to take all of the approval dates off of the front of the Personnel Policy manual and only add the last or most recent revision date and to change the wording in item J on page 4, discussed above, to state “a minimum period of 30 consecutive minutes” instead of “a minimum period of 25 consecutive minutes”. The motion was seconded by Mrs. Cole and passed unanimously.

Mr. King made a motion to remove completely item K: Payroll Procedure under Employment on page 4 stating “Employees requesting another person to pick up their paycheck must notify administration either by phone or in writing before the check can be released. (Approved 9/8/98)” There was no second for the motion.

VII – FURTHER DISCUSSION AND ADJOURNMENT

After no further discussion, the meeting adjourned.

Kristi Jacobs, Secretary