

# LAKELAND LIBRARY COOPERATIVE

## Personnel Committee Meeting

February 26, 2009

### MINUTES

*"UNOFFICIAL"*

**Members Present:** Marcia Warner, Tom Genson, Pamela Myers, Rob Bristow, Martha Smart, Melissa Huisman

**Staff Present:** Sandra Wilson

**Call to order** The meeting was called to order at 9:00 p.m. by Chair Warner.

**Approval of Agenda:** Motion by Genson, second by Smart to approve the agenda as presented. Motion passed.

**Minutes** Motion by Genson, second by Smart to approve minutes for February 11, 2009. Motion passed.

**Salary Schedule Revision & Salary Administration Policy Revision** Discussion and input given to the Cooperative Director to bring back to the next meeting.

**Vacation Policy Implementation Clarifications** Confirmed that input from previous meeting that current staff would be moved to earned time based on the revised policy which would result in a reduction in earned time effective with Board approval of the revisions. Motion by Genson, second by Bristow to accept the proposed Vacation Policy with the following changes: accrual schedule begins first full month of employment, previous years hours earned to be taken in the next calendar year, a partial year for new employees to be pro-rated based on months worked. Motion passed.

**Holiday Hours Policy Revisions** Motion by Genson, second by Huisman to accept the Proposed Holiday Policy revisions with the following change: A fulltime employee must work the day before and the day after the holiday to earn the holiday. Motion passed.

**Personal Days Policy** Motion by Smart, second by Huisman to bring back the new policy to the next meeting based on input from Personnel Committee. Motion passed.

**Sick Days Revision**

Motion by Genson, second by Bristow to revise the current policy to:

- 1) remove parent or spouse of the employee, leaving only using sick leave for a dependent child
- 2) catastrophic illness for other family members to be considered by the Cooperative Director on a case by case basis
- 3) for “unused accumulated sick leave will be paid to employees who resign or retire” remove “resign” and related language applying to “resign” and adding retirement is at 55 years of age or older.

Motion passed.

**Organizational Study:**

Motion by Bristow, second by Genson to table the Organizational Study until a staff efficiency study is completed next fiscal year with a report due by March 2010. Motion passed.

**Adjournment**

Meeting adjourned at 11:53 a.m.

The next meeting will be April 2, 9:00 a.m. at Lakeland Library Cooperative

Respectfully submitted,

*Sandra Wilson*  
Cooperative Director