

STE. GENEVIEVE COUNTY LIBRARY

Board Meeting

Monday, October 18th, 2021

Noon

Be it Remembered: A meeting of the Ste. Genevieve County Library Board was called to order by the Board President Jean Johnson on Monday, October 18th, 2021 beginning at 12:00 p.m. at the Ste. Genevieve County Library located at 21388 Highway 61, Ste. Genevieve, Missouri 63670.

Roll Call: Board Members answering the roll call were Board President Jean Johnson, Cindy Nugent, Melissa Otto and David Woods, Library Executive Director Shawn Long and Assistant Director Lindsey Picou.

Approval of Agenda: David Woods made a motion to approve the agenda. Cindy Nugent seconded the motion. Cindy Nugent, Jean Johnson, Melissa Otto and David Woods voted yea on a voice vote. Motion carried.

Approval of Minutes: Cindy Nugent made a motion to approve the minutes and the amended closed session minutes. Melissa Otto seconded the motion. Cindy Nugent, Jean Johnson, Melissa Otto and David Woods voted yea on a voice vote. Motion carried.

Financial Report: Library Executive Director Shawn Long went over the Financial Report and line items. David Woods made a motion to approve the Financial Report. Cindy Nugent seconded the motion. Cindy Nugent, Jean Johnson, Melissa Otto and David Woods voted yea on a voice vote. Motion carried.

Directors Report: Library Executive Director Shawn Long went over the following Directors Report:

New Business

Time Clock

All employees (not including myself) will now be clocking in with a new time clock system. This initial expense is covered by the county. This now means library personnel no longer need to track our benefits (Sick, PTO, Vacation) instead it will get tracked in the system itself. I still need to submit a paper time sheet for my hours, and manual enter in Tessa's hours in Bloomsdale.

Printer

Our printer is coming up on the end of its lease. (Lease ends in early November) I will be speaking with Chrissy at GFI on October 28th about a new printer and new lease. The goal is to get a better printer without having to pay much more. I will email the board with the options I am given after our meeting. We will also be discussing the possibility of a Large Format printer in regards to the donation we may receive for a maker space

POLICY UPDATE

Due to the new time clock we have to better define our policies in regards to Comp time, Vacation time and holidays.

Lunch and Learn

Per our ALA grant we will be hosting a Lunch and Learn Wednesday October 27th at Noon in our conference room. The topic will be Life with Covid-19

Old Business

Opportunity

After doing some cursory investigation I concluded that the cost and usage of a Book mobile sadly would not be beneficial for our community. Both Zell and Ste. Genevieve Schools stated that they would see little use of the resource. And only Valle was excited for its use. That is why I moved forward with a Maker space emphasis. (Laser printer, 3D Printer, Large Format Printer etc.) After speaking with the donor she is very excited about the opportunity to frame this as a small business resource for our community. I am currently researching best practices, including what needs to go in this space and potential partner organizations (See attachment with ideas)

Possible equipment ideas

Equipment	Interest in Equipment (by Person/Org)
Large Format Printer	4
Laser Cutter	3
3D Printer	1
Edible Ink Printer	0
Sublimation Ink Printer	2
Contour Cut Vinyl Cutter	1

Other input: "I do think the Health dept. would utilize these things to publicize our clinics and for our children's programs etc. This is Great!" –Health Dept.

By far the biggest equipment asset to this would be the Large Format Printer.

The biggest concern with this opportunity is the lack of available space in the library so I am working with both the commissioners and the Chamber of Commerce in identifying a partner organization.

Programming

Jumanji Night Update

We had a great turn out with Jumanji night roughly 25 attendees.

Movie in the Park

Wizard of Oz was successful has approximately 100 attendees. This month is Hocus Pocus and will be on October 30th.

Upcoming Programs:

October 23- Heritage Festival program.

October 25- Halloween Party @ SGCLIB

October 30-Hocus Pocus in the Park

November-International Games Day?

December-Christmas Program TBD

Library by The Numbers The board reviewed the number of visitors, card and program participation.

Policy Update:

Holidays

The County will observe the following holidays and all full-time employees with benefits shall receive compensation for the following holidays:

New Year's Day	Martin Luther King's Birthday
Presidents' Day	Good Friday
Harry S. Truman's Birthday	Memorial Day
Independence Day	Labor Day
Columbus Day	Veterans Day
Thanksgiving Day	Friday after Thanksgiving
Christmas Eve	Christmas Day

When a holiday falls on a Saturday, the preceding Friday shall be observed. When a holiday falls on a Sunday, the following Monday shall be observed. Employees required to work on a holiday shall be given compensatory time off or compensated in money for time worked on the holiday.

Full-time Library employees who work a holiday will get 8 hours of compensatory time added to their holiday bank to be taken by December 31 of the year it is accrued. Holiday hours do not carry over.

Vacation

Full time employees shall earn annual vacation time and pay at their regular rate of pay from the date of employment, as follows:

Upon the hiring of a full-time staff member, they will receive one week to be used after their probationary period of 90 days

After the completion of two (2) years of service, employees shall be allocated vacation pay from the date of employment at the rate of 80 hours (8 hr./12 hr. workday) per year.

After the completion of five (5) years of service, employees shall be allocated vacation at the rate of 120 hours (8 hr./12 hr. workday) per year.

After the completion of ten (10) years of service, employees shall be allocated vacation at the rate of 160 hours (8 hr. /12 hr. workday) per year.

After the completion of twenty-five (25) years of service, employees shall be allocated vacation at the rate of 200 hours (8 hr. /12 hr. workday) per year.

Effective 1/1/07 – Part-time employees, budgeted a minimum of 1248 hours, allocated 24 hours of vacation (based on 8 and 12 hour workdays)

Employees may accrue allocated vacation leave to a maximum of 200 hours. It is the general policy not to reimburse individuals for accrual of vacation time beyond their eligible amount. Payment for excessive accruals which cannot be taken as time off may only be paid with substantive reason at the request of the department head and approval of the County Commission. Vacation leave is not allocated while the employee is on any unpaid leave, absent from work without pay or is receiving benefits from Workers' Compensation, disability insurance, or a retirement program sponsored by the County.

One week of vacation shall consist of up to 40 hours of paid leave. Full-time employees on a regular work schedule of less than 40 hours per week shall be allocated vacation at the same rate as their regularly scheduled work week.

If an employee leaves County service and is re-employed any time after a period of ninety (90) days, vacation is considered as for any new employee. Otherwise, the employee may be allocated vacation commensurate with total years of service. If any former elected official accepts an hourly position with the county, the elected official will be treated as a new employee with no sick or vacation time. Vacation scheduling shall be approved by each department head so as to minimize overtime costs and departmental disruptions while allowing as much flexibility to the employees as possible. Allocated vacations shall not be carried over to the year next following allocation.

Any employee with benefits leaving the County service due to resignation, death or termination shall be compensated for allocated vacation unused to the date of termination. In the event of separation due to death of the employee, compensation shall be made to the employee's estate. No accrual shall occur after date of termination.

Any official holiday as set forth in these rules which may occur during an employee's scheduled vacation period shall not be counted as a day of vacation. For any eligible employee, if any official holiday occurs during a period of scheduled vacation, they will receive the appropriate holiday time off.

Vacation may be used for the purpose of sick leave if an employee has used all sick leave accrual.

The Library Director shall approve vacation leave for employees. Such leave schedule shall take into consideration employee desires. Library Director requires that full week vacations be requested at least two weeks in advance.

Compensatory Time: Full time library employees working **40** or more hours per week shall be compensated with an additional one-half hour of compensatory time. Compensatory time in excess of (40 hours by December 31s of each year, will be paid for the amount over forty hours with the final paycheck earnings for that year. Employees may elect to be paid for all accumulated compensatory time if the employee chooses and is approved by the Library

Board by the December board meeting. A request for a full payout should be submitted in writing to the Library Director no later than the 15th of that year.

Board Approval: 10-18-2021

David Woods made a motion to amend the compensatory Time to 320 hours of maximum compensation time and approve the rest of the policy. Melissa Otto seconded the motion. Cindy Nugent, Jean Johnson, Melissa Otto and David Woods voted yea on a voice vote. Motion carried.

Unfinished Business: Nothing to report.

Public Forum: Nobody was in attendance besides those on the roll call.

Meeting Adjournment: There being no further business before the board, a motion was made by David Woods to adjourn at 1:25 p.m. Melissa Otto seconded the motion. Cindy Nugent, Jean Johnson, Melissa Otto and David Woods voted yea on a voice vote. Motion carried.

PRESIDENT – JEAN JOHNSON

SECRETARY - DAVID B. WOODS