

**Augusta Memorial Public Library Meeting Minutes**  
**Monday, October 4, 2021 5:30 pm**

Meeting called to order at 5:34 pm by Bunny Turner

Present: Rebecca White Body, Barb Johnson, Bunny Turner, Del Thorson, Brenda Pettis, Polina Kudelina

Also present: Leslie LaRose

Absent: Carrie Amo

Quorum Present

Open Meeting Law Compliant

Agenda Approved : Motion made by Brenda, seconded by Barb

Minutes from July 19, 2021 Approved: Motion made by Bunny, seconded by Barb

Financial Report:

1. The budget is on track in most areas; gas costs will increase to about \$1200 for the winter months; telephone and water bills are high, but their costs can be covered by money in the gas budget if necessary; there's enough money in the supply budget to purchase two computers as usual
2. Motion to accept the budget by Brenda, Barb seconded, motion carried

Director's Report:

1. The personnel committee has recommended changes that will be submitted for Board approval.
2. An accessibility audit was conducted and identified some areas of concern (to be discussed later in the meeting)
3. Leslie requested funding for another staff position from the City Council. It would be 20 hours/week at \$11/hour and would open after the Senior Aide position ends in mid June.
4. There's no change in the current mask policy. (Masks are requested, and traffic hasn't made capacity limits necessary.)

Friends of the Library report

1. No report available at this time.

New Business

1. WQOW was added to the list of ways to inform the public about emergency closings. Bunny motioned to approve the Emergency Closing Policy, Barb seconded, and the policy was approved.
2. The Personnel Committee recommended the following changes to the Personnel Policy:
  - a. A privacy and confidentiality section was added.
  - b. The mention of smoking being prohibited within 15 feet of library entrances was removed.
  - c. A position classification and wages section was added to clarify already-established procedure.

- d. The emergency closing section was updated to clarify how staff would be paid during library closures.
  - e. The term "Vacation Time" was replaced by "Personal Time Off."
  - f. Limits on employee PTO accrual were removed.
  - g. Sick leave can be accumulated based on hours worked.
  - h. Staff can attend funerals of friends and family not defined as close relatives on their own time.
  - i. Definitions of harassment were removed so behaviors not specifically covered could still be considered in complaints. Del objected to removing the definitions because he felt they provide valuable guidance. Leslie will reach out to other libraries to see if or how they define harassment in their policies.
  - j. Updates to the Personnel Policy were tabled until the harassment section can be clarified.
3. Accessibility Audit performed by the Center for Independent Living: The following problems were identified:
    - a. There are no accessible parking spots.
    - b. There's a crack in the ramp leading to the library door.
    - c. The doors are too heavy.
    - d. The corner of the computer counter creates a potential hazard for vision impaired people.
    - e. The handle on one toilet is on the wrong side.
    - f. The library is likely responsible for interior issues like the doors and toilet, while the City is responsible for exterior ones like parking.
  4. 2022 budget (NO INFORMATION BECAUSE I HAD TO LEAVE FOR ANOTHER MEETING)

Meeting adjourned at ????pm.

Minutes taken and typed by Rebecca White Body