

Augusta Memorial Public Library Board Meeting Minutes
Monday, March 18, 2024, 5:30 pm

Meeting called to order at 5:34 pm by Polina Kudelina

Present: Rebecca White Body, Polina Kudelina, Barb Johnson, Brenda Pettis, Carrie Amo

Also present: Leslie LaRose

Absent: Bruce Stabenow, Bunny Turner

Quorum Present

Open Meeting Law Compliant

Agenda Approved : Motion made by Brenda, seconded by Barb

Minutes from Feb.19, 2024 Approved: Motion made by Brenda, seconded by Polina

Financial report:

1. Leslie plans to order replacements for staff computers rather than patron computers because the staff computers are so old that they can no longer be updated. There are no vouchers to vote on.
2. The Board acknowledged this report.

Director's report:

1. PTO updates will be discussed later in the meeting.
2. The Library's newspaper collection has been digitized. The link has been created but isn't yet posted on the Library website.
3. An employee gave her notice and will be leaving at the end of the month. There are no applicants to replace her at this point.
4. One employee who was injured in a fall has work accommodations so she can avoid climbing ladders and heavy lifting.
5. There are still a couple of positions to fill on the Strategic Planning committee. Meetings will begin once the positions are filled.
6. The Board acknowledged this report.

No Friends of the Library report

PTO Policy

1. Leslie proposed some changes to the Library's PTO policy to make it more consistent with the City's policy.
 - a. Up to 40 PTO hours can be carried over from year to year; an employee with more unused hours will receive a payment at the hourly rate in effect when the hours were accrued. Payment for unused PTO hours can be incorporated into next year's budget.
 - b. The clause about PTO needing to be taken within 12 weeks of its being earned will be removed.

2. Bereavement policy
 - a. Employees will still be allowed three days of bereavement leave for the death of a family member, but they no longer have to be successive.
 - b. Other family members whose passing is eligible for bereavement leave were added. (Half siblings, domestic partners, step parent and step siblings, in-laws, and foster relations)
3. Brenda motioned to accept the proposed changes to the PTO and Bereavement Policies. Barb seconded, and the motion was approved.

Transfer of PTO

1. Brenda motioned that Library employees may transfer unused PTO or sick hours to another employee on a one-to-one basis. Polina seconded, and the motion was approved.

Staff wages

1. The wages for a new employee to replace the one who's departing need to be set high enough to attract candidates but not so high that they exceed the wages of staff with more seniority.
2. The Board set the starting wage at \$12.85/hour, with a possibility of that increasing to a maximum of \$13.36/hour if the applicant has significant relevant experience.
3. Polina motioned to accept the proposed wages, Brenda seconded, and the motion was approved.

Digital archives

1. The new digital archives still need a few tweaks, but they'll be linked to the Library's website when they're ready. Leslie demonstrated the search features offered by the archives.
2. Other relevant material, like local photos, student-written local history books, etc. could eventually be added.

Meeting adjourned at 6:49 pm.

Minutes taken and typed by Rebecca White Body