

**HENRY COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
NOVEMBER 6, 2023 REGULAR MEETING MINUTES**

- Indicates action taken

CALL TO ORDER

Chair Sharon Ponder called the meeting to order at 5:31PM.

In attendance: Board Chair Sharon Ponder, Vice Chair Leslie Wantland, Treasurer Chet Ivey, Secretary Anne Franklin, and Lisa McGhee. Library staff in attendance: Director Kathryn Pillatzki, Business Manager Angela Millen, Assistant Director of Collection Development Jennifer Parrott, and Administrative Assistant Aimee Leavitt

ADDITIONS/APPROVAL OF AGENDA

- Motion by Anne Franklin to accept the agenda, seconded by Chet Ivey; motion approved.

APPROVAL OF MINUTES

- Motion by Chet Ivey to accept the September 11, 2023 minutes, seconded by Leslie Wantland; motion approved. (There was no regular meeting in October.)

DIRECTOR'S REPORT

The Director provided an overview of staff and branch activities for September and October, 2023. This included a report on a community Picnic in the Park event to relaunch our 1,000 Books Before Kindergarten early literacy program. The Director and Programming and Outreach Librarian have partnered with the Henry County Sheriff's Department to provide family literacy classes at the jail for pre-release inmates and their families, as part of a Spark Box grant from Georgia Public Library Service. HCLS received four general contractor bids for the renovation of the McDonough library; the review committee is in the process of reviewing and scoring the bid submissions and will present a recommendation at the December regular meeting. HCLS has also been awarded \$52,862 in library technology grant funds; this will be used to replace our aging public access computers with Chromeboxes and compatible monitors. The Director notified the Trustees that Dr. Adam Townes has accepted a position with Morehouse College; his last day with HCLS was Friday, November 3.

- Motion by Leslie Wantland to accept the Director's report, seconded by Lisa McGhee; motion approved.

TREASURER'S FINANCIAL REPORTS

HCLS Business Manager Angela Millen presented a summary of the current financial statement and stated that we are within budget for the fiscal year. The FY23 Budget was successfully submitted to GPLS as well as the FY23 Annual Report.

- Motion by Chet Ivey to accept the Treasurer's Report, seconded by Leslie Wantland; motion approved.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

The Director stated that there was a need to review and clarify some of the wording in the Personnel Policy to ensure consistency between policy and procedure.

1. Recommended change to the wording of the Personnel Policy regarding holiday pay.

Current Policy:

Under *Attendance and Leave: Holidays*:

"Unless a holiday is determined to be an unpaid furlough day due to budget restraints, all full-time employees will be paid for the hours they would have worked."

Under *Changes in Schedules*: "...days that the Library is closed for a paid holiday, maintenance, etc., the schedule shall be adjusted so that part-time employees will receive pay for their full agreed upon time"

The Director noted that this implies that part-time employees are not eligible for holiday pay. She also noted that it's not always possible for them to make up hours missed due to a holiday, maintenance, or inclement weather closure.

SUGGESTED CHANGE: "Staff who were scheduled to work on a day designated as a holiday closure will be paid for the number of hours they would have normally worked. No employee's schedule should be changed to make them eligible for holiday pay if it is a day they would not normally be on duty."

- Motion by Lisa McGhee to change the wording of the Personnel Policy regarding eligibility for holiday pay, seconded by Chet Ivey; motion approved.

2. Recommended change to the Personnel Policy to clarify the wording of the policy regarding holiday closures.

Under Attendance and Leave: Holidays:

“The library will close at 5 PM on New Year’s Eve. All staff members who wish to be paid their full hours must ask their supervisor to adjust their schedules accordingly.”

The Director noted that it can be burdensome on managers and other branch a staff to rearrange schedules for everyone scheduled to work New Year’s Eve, particularly if it falls on a day the libraries are open until 8:00 PM.

SUGGESTED CHANGE: make the early closure on New Year’s Eve payable for all staff who were scheduled to work after 5:00 PM as part of their regular work hours.

- Motion by Leslie Wantland to change the wording of the Personnel Policy to pay staff for regularly scheduled hours after 5:00 PM on New Year’s Eve, seconded by Chet Ivey; motion approved.

3. Recommended change to the Personnel Policy regarding holidays that fall on a Saturday.

Under Article K – Attendance and Leave: “Typically, holidays falling on Sunday will be observed on the following Monday and holidays falling on a Saturday will be observed the preceding Friday.” The Director observed that was adopted when the library system had no Saturday service hours. With the reinstatement of Saturday service hours this has caused some confusion.

SUGGESTED CHANGE: “Closure for a Saturday holiday will be on Saturday if the library system has regularly scheduled Saturday service hours. If the Library has no regular Saturday hours, a holiday falling on a Saturday will be observed on Friday.”

- Motion by Leslie Wantland to change the Personnel Policy to clarify the wording of the policy regarding holiday closures and to clarify that Saturday holidays will be observed on that Saturday, seconded by Chet Ivey; motion approved.

4. Adoption of the holiday closure schedule for calendar year 2024.

The Director presented a list of planned closures for calendar year 2024 including holidays and staff training. It was noted that the Saturdays of MLK weekend, Memorial Day weekend, and Labor Day weekend are days the libraries are closed but are not payable holidays.

New Year’s Day Monday, Jan. 1

Martin Luther King, Jr. Day: Saturday, January 13 and Monday, Jan 15

President’s Day: Monday, Feb. 19

Spring Staff Training Day: Friday, April 11

Memorial Day: Saturday, May 25 and Monday, May 27

Independence Day Thursday, July 4

Juneteenth Wednesday, June 19

Labor Day: Saturday, August 31 and Monday, Sept. 2

Fall Staff Training Day: Friday, October 18

Veteran's Day Monday, Nov. 11

Thanksgiving Holiday: Wednesday, November 27 – Saturday, November 30

Christmas Day – Tues. Dec. 24, Wed. Dec. 25, Thurs. Dec. 26.

- Motion by Anne Franklin to adopt the holiday closure schedule for calendar year 2024 as presented, seconded by Lisa McGhee; motion approved.

5. Recommended changes to the Personnel Policy to clarify wording of policy regarding the use of vacation and sick leave.

The Director noted that additional wording is needed to clarify policy regarding the use of sick leave and annual leave.

Recommended additions: Sick leave may be used as described for illness or medical appointments of the employee or immediate family as defined in Article A, Definitions. Sick leave may not be used to cover time off that would normally be charged to annual leave. Annual leave may be used to cover an absence due to illness of the employee or immediate family. Unpaid annual leave may not be used to cover a vacation absence if the employee has accrued annual leave to cover the absence in full or in part.

- Motion by Chet Ivey to make the recommended changes to the wording of the Personnel Policy regarding the use of vacation and sick leave, seconded by Lisa McGee, motion approved.

6. The policy currently states that “Annual leave must be approved at least two weeks in advance by the supervisor in consultation with the Library Director.”

The Director stated that this was intended to apply to planned vacations, but staff often have circumstances where advance notice is impossible but the use of annual leave is appropriate.

Suggested addition: Annual leave may be also be approved for an event that could not be reasonably predicted two weeks in advance, for example a household emergency, car repair appointment, or a death in the family when the allowable funeral leave is exhausted.

- Motion by Lisa McGhee to approve the change in the Personnel Policy to allow for the use of annual leave with less than two weeks' notice, seconded by Leslie Wantland, motion approved.

7. Recommended change to the Personnel Policy regarding the use of funeral (bereavement) leave.

Current policy: "Funeral leave of up to three (3) working days will be granted for an employee absent from duty as a result of death in the immediate family (see Definitions on page 6). It is intended that the library's employees only use the time required, not that each employee will automatically receive three (3) full days. If requested, emergency annual leave will be granted in the death of a person closely attached to the employee at the discretion of the Director. Employees working less than 20 hours per week will also be granted 3 days funeral leave if it falls on a scheduled work day."

Suggested addition: At the Director's discretion, up to 3 additional days of funeral leave may be granted if the death of a family member is due to a sudden or traumatic incident or if interstate travel is required to attend a funeral. This request for additional leave should be submitted to the Director by the employee's immediate supervisor.

Suggested change: remove "emergency annual leave" for a person closely attached to the employee and replace with "funeral leave".

Suggested change: remove "Employees working less than 20 hours per week" and replace with "Part-time employees", as we have some who work 19, 20, or 30 hours

- Motion by Anne Franklin to change the Personnel Policy regarding the use of funeral (bereavement) leave as suggested, seconded by Lisa McGhee; motion approved.

8. Recommended changes to the Public Address of Library Board Policy

The Director recommended additions to the HCLS Policy on Public Participation in Library Board Meetings to add the language underlined below:

1. Persons wishing to address the Library Board must request time for such in writing at least one (1) week in advance of a regularly scheduled meeting of the Board or at least 24 hours in advance of a called meeting. Such requests may be addressed either to the Board Chair or to the Library Director. Persons speaking to the Board are limited to five (5) minutes.

3. The total time allotted for general public comments will not exceed thirty (30) minutes.

2. By a majority vote the Board may allow public comment on an agenda item at the time the item is being considered by the Board. Such comments shall be limited to the subject being considered. Members of the public may speak for five (5) minutes and may speak only once. These limits may be waived by a majority vote of the Board. The chairman must recognize anyone wishing to speak before addressing the Board. The total time allotted for public comments on an agenda item will not exceed thirty (30) minutes.

4. No person who signs up to address the Board may pass their time to someone else.

5. An individual may address the Board only once during any meeting. Groups are encouraged to select one person to speak on behalf of the group.

6. Anyone addressing the Board must begin by identifying themselves by full name and address.

7. Trustees may ask clarifying questions but will not engage in conversation or respond to questioning during the public comment session.

8. No vote or other action will be taken on any topic raised in public comments at the meeting in which the comments are made. All comments will be given due consideration, but no services will be halted and no collection items will be removed or restricted while the issue is under consideration.

- Motion by Leslie Wantland to approve the suggested changes to the Public Address of Library Board Policy, seconded by Anne Franklin; motion approved.

CONFIRMATION OF THE NEXT MEETING DATE

The next regular meeting of the Henry County Library System Board of Trustees will be on Monday, December 4, 2023 at 5:30 PM in the administration meeting room of the McDonough library.

ADJOURNMENT

- Motion by Chet Ivey to adjourn the November 6, 2023 meeting, seconded by Leslie Wantland; motion approved.