

# LIBRARY BOARD MEETING MINUTES GARDEN CITY, MICHIGAN Approved

LIBRARY BOARD MINUTES FROM 9/13/2022

## **CALL TO ORDER**

The meeting was called to order at 6:01 PM. Present were Board Members: Lynn Cox; Millie Tyszkiewicz; Drew McMechan; Janet Smith; Paul Werhane; Nancy Bailey; Library Director James Lenze, and Assistant Director Kim Poma

Guest:

Absent:

## **APPROVAL OF MINUTES**

It was moved by Board Member Smith, supported by Board Member Werhane. Resolved: to accept the minutes and closed session minutes of the Library Board meeting of **Tuesday, August 9, 2022**

Vote:

Aye: 6    Nay: 0    Abstain: 0        Recused: 0  
Passes 6-0 unanimous

## **DIRECTOR'S REPORT**

It was moved by Board Member Tyszkiewicz, supported by Board Member Werhane. Resolved to accept the Director's report for the month as presented.

Vote:

Aye: 6    Nay: 0    Abstain: 0        Recused: 0  
Passes 6-0 unanimous

## **BILLS**

It was moved by Board Member Tyszkiewicz, supported by Board Member Smith. Resolved to accept payment of monthly bills as presented

Vote:

Aye: 6    Nay: 0    Abstain: 0        Recused: 0  
Passes 6-0 unanimous

## **UNFINISHED BUSINESS**

### **TRANSFER OF FUNDS**

It was moved by Board Member Werhane, supported by Board Member Tyszkiewicz. Resolved to approve the transfer of \$51,000 from the Library Fund in the City Treasury to the Library's Checking Account, on or about Thursday, September 15, 2022

Vote:

Aye: 6    Nay: 0    Abstain: 0        Recused: 0  
Passes 6-0 unanimous

## **NEW BUSINESS**

### **EMPLOYEE HANDBOOK**

It was moved by Board Member Smith, supported by Board Member Tyszkiewicz. Resolved to approve the following changes to the Employee Handbook: First, under the heading "Timecards – (Non-Exempt Employees)", replace the phrase "chose to leave the building" with "choose to leave the premises"; and second, under the heading "Employee Break Periods", add the clause "who choose to leave the premises" between the words "employees" and "must" in the sentence "Part-time employees must punch out when starting their break and punch in upon returning to work."

Vote:

Aye: 6    Nay: 0    Abstain: 0        Recused: 0  
Passes 6-0 unanimous

### **PAID LEAVE CATEGORIES**

It was moved by Board Member Werhane, supported by Board Member Bailey. Resolved to amend the Full-Time Employee benefits as follows:

1. Eliminate "Annual Leave Time"

2. Rename "Vacation Time" as "Paid Time Off – Full-Time (PTO(FT))"
3. Provide for current full-time employees' unused Vacation and Annual Leave Time balances to be combined as their new PTO(FT) balance
4. Update the Employee Handbook by replacing every occurrence of "Vacation Time" with Paid Time Off – Full-Time and updating the table of Paid Time Off – Full-Time:

Years of Continuous Service Completed	Days of PTO(FT) Time
1-4	25
5-9	33
10-14	39
15-17	40
18-19	41
20+	42

**ACCOUNTING FEE**

It was moved by Board Member Werhane, supported by Board Member Tyszkiewicz. Resolved to approve an increase in the monthly accounting fee for Fleming Financial Services to \$250.00 retroactively effective August 1, 2022

Vote:

Aye: 6    Nay: 0    Abstain: 0            Recused: 0  
 Passes 6-0 unanimous

**OTHER BUSINESS**

None

**PUBLIC COMMENT**

John Murray questioned what would happen if our accountant retires; why the City collects the Library tax revenue; and progress of the litigation.

Marge Hickman questioned the disbursements from the City; and employee paid time off

**ADJOURNMENT**

The meeting was adjourned at 6:35 PM

Next Meeting: **Tuesday, June 14, 2022 at 6:00 PM.**

