

Policy & Bylaws Committee Meeting Minutes from 07/19/2022

Amy Trueblood began the meeting at 12pm. Jessica Hill, Stacy Lane, John McGowan and Katie Earnhart were in attendance.

The committee meeting was called to discuss and review the *Employee Tuition Reimbursement, Children in the Workplace, Local Mileage Reimbursement, Retirement Plan, Excused Absence without Pay, Jury Duty, and Military Leave policies*. The committee also met to discuss the creation of a procurement policy.

Personnel Manual:

1. No changes to the *Children in the Workplace, Local Mileage Reimbursement, or Retirement plan* policies are needed.
2. The committee discussed the employee tuition reimbursement policy and discussed how the policy affects the budget. After discussion, the committee decided to remove the stipulation that requires the library to give a 5% pay increase for completion of an MLS degree. It was also recommended that references to a 'form' be removed.
3. The committee discussed the jury duty and military leave policies but decided that there should be more research on what we are legally required to offer and if there was a better way to present these policies in the manual. These policies will be tabled for a later meeting.

Board Bylaws:

1. The committee did not have enough time to discuss this policy but did task Amy and Katie with looking at current examples and to create a draft for the committee to review at their next meeting.

These recommendations will be sent to the full board for review and approval at the August board meeting.

The meeting adjourned at 1pm.