

## Library Board Meeting

May 16, 2023

**In-Person:** Andrea Sandl, Dean Billingsley, Macki Rumak, Colleen Theissen, Malora Clayton, Petra Faddoul, Sandra Kim

**Zoom:** Kathy Stephanson, Paul Edginton, Gabrielle Blatz, Svea Beson

**Absent:** Von St. Martin, Kevin Peters

- I. Andrea calls meeting to order at 5:17pm
  - a. Welcomes new Board members
- II. Agenda approval
  - a. Andrea motions to:
    - i. move Committee Reports to New Business rather than Consent Agenda
    - ii. change “Committee Reports – Financial/Policies” to “Committee Reports – HR Policy”
    - iii. move Librarian and Manager reports to Consent Agenda
  - b. Dean motions to approve
- III. Consent Agenda
  - a. Approval of April minutes
  - b. Manager’s Report
  - c. Librarian’s Report
  - d. All accepted, none opposed
- IV. New Business
  - a. Committee Reports – HR Policy
    - i. Committee presents 360 Evaluation Questions for manager that Board will ask staff to complete
      1. Discussion
    - ii. Committee suggests 30-day period for full-time staff to bank and use personal days rather than the current 2-week payroll period
      1. Discussion regarding logistics, Svea can track this in the way that works best for her and the team; if 60 days is found to be needed, the Board can revisit and extend the period
      2. Colleen motions to approve, Sandra seconds, none opposed
    - iii. Board policies regarding OHS and HR
      1. Discussion regarding whether or not this is within the capacity and responsibilities of the Board
      2. Andrea proposes having a Board member obtain quotes for a third-party HR company to work with the Library
      3. Sandra volunteers to retrieve quotes

- 4. Passed, none opposed
  - iv. Discussion regarding City's responsibility to provide Board with Library's financial reports; Paul indicates that City is restricted capacity-wise at present but will return to doing this in August
  - v. Discussion regarding library staff's and manager's employee files
- V. Andrea adjourns meeting at 6:29pm

Next meeting date: June 20, 2023