

The Personnel Committee met in the Director's Office at 5:30pm on Monday, February 12.

Trustees Present: Bob Hostetler, Ben Jewell, Sue Smith

Others Present: Kimberly Feltner, John Rucker, Jessica Tefft

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The BDL Personnel Committee met to discuss a proposal from Coldwater Branch Manager Christina, Christina Holibaugh, to update our attendance policy in the *Employment Handbook*, as well as to look over a list of recommended changes from the management team and BDL President Jewell..

The following changes to the *Employment Handbook* are recommended by the committee. These changes show up in the markup on the attached draft. For comparison, [the most-recent approved document is available on the library website](#).

- Updated Chapter 3, Section 2 to match the new pay scales starting with the 2024 budget.
- Renamed Chapter 4 to "Attendance". Opening paragraphs moved from prior Chapter 7, Section 5, and reworded for clarity.
- Updated Chapter 4, Section 1 for clarity
- Updated Chapter 4, Section 2 by swapping previous Sections 2 and 3. Added clarification that 1 hour minimum will be paid to staff for attending staff meetings, even if the meeting is less than 1 hour.
- Added Chapter 4, Section 6: Absences.
- Updated Chapter 5, Section 1.4 for clarity.
- Updated Chapter 6 with added language to clarify how reimbursement checks are issued.
- Moved Chapter 7, Section 5 to Chapter 4 and reworded for clarity and renumbered the remaining sections.
- Updated Chapter 8, Sections 2.1 and 2.3 to remove the requirement for a 180-day performance evaluation.
- Updated Chapter 8, Section 3 for clarity.

- Updated Chapter 9, Section 4 to clarify that approved PTO which occurs during an unscheduled closure will be returned to the employee.
- Updated Chapter 14, Section 2 for clarity.

In addition to the above Employment Handbook changes, the Committee also unanimously clarified that the three members of the management team should cease using the BDL's timekeeping system to clock in and out, since they are exempt, salaried employees.

Submitted by John Rucker