

Red Feather Mountain Library District
Policy Committee Meeting Minutes
July 25, 2018 – 8:30AM

Call to order at 8:37 am

Members present: Zen Raczkowski, Marleila Springer, Claudia O’Neil, and Creed Kidd.

Zen moved to approve the June 2018 Minutes, Marleila seconded. Motion carried.

The Committee discussed the Employee Handbook. Creed reviewed suggestions he has to the Committee for as to changes recommended by the webinar attended by Creed. One such suggestion was to change wording from “will” to “may” or “shall”. Zen moved to change wording to omit the word “will” and replace it with “may” or “shall”, as appropriate. Claudia seconded. Motion carried.

The Committee determined to table discussion of time off, bereavement, etc. in the Handbook until next meeting.

The Committee discussed Employee Benefits, regarding benefits and holidays. Creed suggested that employees be paid time and a half for working holidays specified in the Employee Handbook. Additionally, he suggested this change be worked into the 2019 budget. These recommendations will be referred to the Board for approval. Creed will continue to work on this and provide feedback for a future meeting.

Creed advised the Committee that changes in Legislature will require new policies to be reviewed, including email, record retention, and client record purging.

Adjournment at 9:15 am

Next Policy Committee Meeting: August 22, 2018 at 8:30 am