



**Muncie Public Library
Board of Trustees
Minutes of August 3, 2015 Called Board Meeting**

Call to Order

President Joanne Baierwalter called the meeting to order at 1:00 pm.

Roll Call

Present: Joanne Baierwalter, Marilyn Carey, David Walker, Phyllis Zimmerman, Barbara Bryant, Ginny Nilles and Beth Kroehler

Nancy Turner, emeritus

**Director's
Report**

Director Nilles reported that RFQ's were sent to 3 vendors with a \$1,000 difference between the 2 responses received (Renewable Energy Systems, LLC and 360). Recommends accepting the quote from Renewable Energy Systems, LLC for their Option #2 for \$88,000.

Motion

David Walker moved to accept for quote from Renewable Energy Systems, LLC Option #2 and Marilyn Carey seconded.

- All voted in favor of the motion.

Meeting adjourned.



Motion

Marilyn Carey moved and Phyllis Zimmerman seconded to approve the proposed changes to vacation leave.

New wording 1st paragraph under Eligibility: Full-time and part-time employees working 20 or more hours become eligible to receive leave benefits after three months of employment. Eligible full-time employees (working 40 hours per week) receive paid vacation, personal and sick leave benefits. All other eligible part-time employees receive paid leave benefits (PTO). Prorated paid leave benefits are available to use at the beginning of the pay period following the employee’s eligibility date.

New wording 1st paragraph under Vacation Paid Time-Off Program: Typically, vacation leave is taken for planned, scheduled time-off for relaxation and recreation outside of work. Vacation leaves should be taken during the calendar year in which they are given. However, the Library recognizes that it is not always possible. Full-time employees (working 40 hours per week) may carry a maximum of 5 work days or 40 hours of unused vacation leave into the next calendar year, but you must use it by March 31 or you will lose it. Any lost paid vacation benefit is not paid off.

New wording added to section under Full-Time Employees:

32 Hour Employees Category (Will Not Carry Over)

Length of Service	Amount Per Year
0 - 9 years	11 (work) days
10 - 14 years	15 (work) days
15 +	18 (work) days

Employees working 20-31 hours per week are eligible for 10 work days (2 work weeks) of PTO per year. PTO time must be used by the end of the calendar year and will not accumulate. Unused PTO will not be paid out upon termination or when the employee leaves.

- All voted in favor of the motion.

Motion

Billie Sheppard moved and Barbara Bryant seconded the motion to approve the proposed Paid Bereavement Leave.

The Library authorizes up to five work days of bereavement leave per year. Additional time may be authorized using available PTO.

Leave may be used for immediate family: parent/stepparent, spouse, child/stepchild, brother, sister, step siblings or their spouses, foster children, nieces/nephews and grandparents.

In recognition of the familiar relationships of domestic partnerships, time-off with pay may be taken upon the death of your domestic partner, their father, mother, child/foster child, child’s spouse, and grandchild.

A domestic partner is defined as follows:

A person of the same or opposite sex as the employee with whom the employee has shared a residence with and had an exclusive relationship with for at least six months;

A person with whom the employee shares joint responsibility for each other’s necessities, including and without limitation food, clothing, housing and medical care.



Motion

A person who is not married or in a domestic partner relationship with anyone other than the employee.

In the event of a co-worker's death, paid leave may be granted to attend the funeral with supervisor's and Director's approval. The Library Director may allow paid or unpaid leave in other special circumstances.

Scheduling Leave

Your supervisor must approve your request for time-off. An obituary or public record must be presented with the request. Hours paid as bereavement leave will not count as hours worked in calculating FMLA eligibility, overtime or compensatory time.

- All voted in favor of the motion.

**Other
Business**

Director Nilles reported that Marilyn Carey was reappointed to the Muncie Public Library Board of Trustees by the Muncie Community School Board.

Director Nilles reported that there will be two more appointments that need to be made to the Muncie Public Library Board of Trustees and asked for suggestions from the members.

Meeting adjourned.



**Muncie Public Library
Board of Trustees
Minutes of August 21, 2015**

Call to Order

President Joanne Baierwalter called the meeting to order at 10:00 am.

Roll Call

Present: Joanne Baierwalter, Phyllis Zimmerman, Marilyn Carey, David Walker, Billie Sheppard, Barbara Bryant, Ginny Nilles and Beth Kroehler

**Audience
Comments**

Nancy Turner, emeritus

Floor opened for comments. No action required.

**Minutes
Motion**

David Walker moved and Billie Sheppard seconded to approve the minutes of the July 17 meeting.

- All voted in favor of accepting the minutes of the July meeting.

**Minutes
Motion**

Marilyn Carey moved and Phyllis Zimmerman seconded to approve the minutes of the called August 3 meeting.

- All voted in favor of accepting the minutes of the called August meeting.

**Director's
Report**

Director Nilles:

- Reported the purchase agreement has been signed with RES and they will start the solar car port project October 5th. Staff will be asked to park at Marsh as will the work crew. It will take 3-4 weeks to complete.
- Requested a vote to renew the eKeeper contact at the same rate as in the past.
- The Summer Reading program had a successful program.
- Outside painting at Maring-Hunt Library has been moved to 2016.
- The Governance Award application for Roger Gilcrest has been submitted.

After reviewing the terms David Walker moved and Phyllis Zimmerman seconded to accept the eKeeper contract as presented.

All voted in favor of accepting the eKeeper contract as presented.

**Treasurer's
Report
Motion**

Claims:

- Claims were presented in the amount of \$277,793.73.

Billie Sheppard moved to approve the claims in the amount of \$277,793.73 and Barbara Bryant seconded.

- All voted in favor of approving the claims.

**House and
Finance**

Billie Sheppard agreed to chair the House and Finance Committee.

The proposed 2016 Muncie Public Library budget was presented for information only. It was noted that the Library is no longer required to publish the budget meeting in the newspaper.

**Personnel
Committee**

Director Nilles reviewed the proposed changes to the Employee Handbook concerning Employment Status definitions (Section 1), time-off and bereavement leave (Section 5).

Motion

Billie Sheppard moved and David Walker seconded to change the Employment Status for Full-time:

New wording: Full-time: Regularly scheduled 40 hours per workweek, except for the purposes of PERF only when 32 hours or more per workweek is considered full-time; and 30 hours is considered full-time for insurance only. (See Section 6)

- All voted in favor of the motion.