



Call to Order

Vice-President Marilyn Carey called the meeting to order at 9:00 am.

Roll Call

Present: Roger Gilcrest, Barbara Bryant, Nancy Turner, Marilyn Carey, Phyllis Zimmerman, Joanne Baierwalter, Ginny Nilles, and Beth Kroehler

Audience Comments

Floor opened for comments. No action required.

Minutes

Nancy Turner moved and Phyllis Zimmerman seconded to approve the minutes of the March meeting.

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

Director's Report

Director Nilles reported:

- Indicated that parts of the Library Affirmative Action report were included in their packet.
- Noted some of the workshops staff had attended in March.
- The Library is again accepting credit cards to pay fines.
- Noted that Jessica Feick, a page at Maring-Hunt, will be one of the representatives in the Special Olympics in Greece this year.
- Noted that the Library has made use of a number of CWEP clients.

Treasurer's Report

Beth Kroehler reported:

Claims:

- All accounts have been reconciled and are in balance.
- Claims were presented in the amount of \$376,282.56.

Motion

Roger Gilcrest moved to approve the claims in the amount of \$376,282.56 and Phyllis Zimmerman seconded.

- All voted in favor of approving the claims.

House and Finance

Roger Gilcrest reported that the Committee discussed the Library insurance coverage and that staff is investigating Branch Anywhere.

After discussion the Muncie Public Library Board of Trustees is receptive to doing some programming with the Muncie Housing Authority.

Personnel Motion

Nancy Turner moved that the following changes to "Section 5 Total Compensation and Benefit Program: Time-Off" be made to the Personnel Manual.

Old language:

Your supervisor or designee must approve all use of PTO. You may use PTO in a minimum of ¼ (.25) hour increments. Hours paid as PTO will not count as hours worked in calculating FMLA eligibility, overtime or compensatory time.

New language: (Changes in bold.)

Your supervisor or designee must approve all use of PTO. You may use PTO in a minimum of **one (1)** hour increments. Hours paid as PTO will not count as hours worked in calculating FMLA eligibility, overtime or compensatory time.

Seconded by Roger Gilcrest.

- All voted in favor of approving the motion to change from ¼ (.25) to 1 (1) hour increments.



Motion

Nancy Turner explained that the following change to FMLA policy is needed to be in compliance with the law to allow part time employees leave. Nancy Turner moved that the following change to the FMLA policy be made.

The following will be added to the Personnel Manual.

Unpaid Medical Leave

An employee who is ineligible for Family and Medical Leave and has been employed by the Library for less than twelve (12) months or has worked less than 1250 hours during the 12-month period to the start of the requested leave may be granted unpaid medical leave on the terms and conditions set forth below.

Generally

Upon request an eligible employee may be granted a leave of absence without pay for the period of his or her medical condition for up to six (6) weeks maximum during a twelve (12) month period. The twelve (12) month period will be measured forward from the date the employee uses any FMLA leave. The term medical condition means all temporary medical disabilities, including illness, injury, pregnancy, childbirth and related conditions.

Seconded by Barbara Bryant.

- All voted in favor of the approving the motion to change the FMLA policy.

**New
Business**

There was none.

Other

Marilyn Carey noted that this was National Library Week. She also noted that the tax rate for next year had been published in the newspaper.

Adjournment

Meeting was adjourned 9:30 am.