NOTICE OF MEETING

MONARCH LIBRARY SYSTEM BOARD OF TRUSTEES

Virtual and In Person Meeting

Thursday, July 14, 2022, at 6:00 PM
Kewaskum Town Hall
9019 Kettle Moraine Dr.
Kewaskum, WI 53040

Microsoft Teams meeting

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Agenda

1. Call to Order: Properly Noticed in Accordance with Wisconsin Open Meeting Laws.
2. Roll Call
3. Public Comment & Correspondence
4. Approval of Agenda (Action)
5. Approval of the minutes from May 12, 2022 (Action)
6. Approval of Expenditures for May – June 2022 (Action)
7. Monarch Library System Update
8. Committee Reports
    a. Executive Committee
        - Partnering with Winnefox Library System for Accounting and Payroll
        - Agreement with Heartland Business Solutions

    b. Finance Committee
        - Draft Budget 2023 (Discussion and possible Action)
        - Mileage reimbursement rate adjustment recommendation (Action)
          Recommended motion: The reimbursement be increased to $0.625 cents per mile retroactive to May 1, 2022.
        - Staff Bonus (Action)
          Recommended motion: The finance committee recommends, subject to full board approval, that both the IT Specialist and the Network Specialist receive a 2% bonus based on annual salary as of January 2, 2022, for going above and beyond their roles in place of an IT manager.

c. Operations Committee
   - New language in the Employee Handbook under Sick Leave (Discussion and Action)
   - Overtime or Compensatory Work Payout (Discussion and action) – Closed Session
   - Open Session
   - Travel Reimbursement Policy (Discussion and possible action)
     Current MLS Expense Reimbursement Policy - When an MLS employee uses their own vehicle for business *travel, the standard State of Wisconsin per mile rate will be reimbursed*. MLS will not reimburse employees for normal mileage incurred traveling between home and work.
     Draft Revised Policy…*travel, they will be reimbursed at a rate determined by the Board of Trustees based on a review of the "State of Wisconsin Pocket Travel Guide", the University of Wisconsin System mileage rate, and the IRS's federal mileage rate.*
   - Replace the current "Severance Pay "section in the current policy with the following (Discussion and possible action):
     PAYMENT UPON SEPERATION FROM MONARCH LIBRARY SYSTEM
     Employees are eligible for payout upon retirement, death, voluntary termination, or involuntary termination only when that termination is due to employee's position being eliminated.
     - Vacation: See vacation policy
     - Sick Leave: See sick leave policy
     - Compensatory Time: Payment for any accumulated overtime work performed
   - Recommendation to include language regarding staff salary raises to be included in the Employee Handbook under PAY AND REVIEW POLICIES (Discussion and possible action):
     Recommended motion: The Library Director will recommend raises and bonuses to the Operations and Finance Committees. The Operation Committee and the Finance Committee will review the recommendations and determine a percentage raise amount that fits the budget each year. The staff will receive the same percentage raise each year. An employee cited as doing an exceptional job could possibly receive a bonus, if approved by the board. Raises will start at the first of each calendar year.

d. Bookmobile Committee
   - Motion to add the following to existing duties of the Bookmobile Committee and update the Bylaws accordingly: "To be the final authority on library materials purchased by the bookmobile". (Discussion and possible action)
   - Correction in a sentence in existing Bylaws: From "The committee shall be comprised of the representative from Ozaukee and Sheboygan Counties" to

"The committee shall be comprised of the **representatives** from Ozaukee and Sheboygan Counties".

9. New Business:
10. Next meeting: September 8, 2022, @ 6:00 PM
11. Adjourn

Note: Closed session based on 19.85(1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility