

LIBRARY BOARD MEETING
 Minutes of September 26, 2023
 Approved at September 26, 2023 Mtg
 Location: Library Program Room and Zoom



Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
Jennifer Livingston, President, 2018-2024	In-person
Sarah Leinweber, Vice President, 2017-2026	In-person
Jay Balachandran, Village Board Representative, 2022-2024	Zoom
Sandy Saltzstein, School District Representative, 2021-2024	Zoom - arrived 6:52pm
Erin Jelenchick, Member, 2020-2024	Absent
Ellie Gettinger, Member, 2019-2025	In-person
Claire Flannery, Member, 2020-2026	In-person
Staff	
Nyama Reed, Library Director	In-person
Theresa Hoge, Head of Circulation Services	In-person 6:48-7:23pm

Public: Elyse, Student for HS class

Item	Action Desired	1st	2nd	Pass
CALL TO ORDER 6:35pm				
1. Statement of Public Notice - Yes	n/a			
2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.	n/a			
TOPICS REQUIRING DISCUSSION & APPROVAL				
3. Minutes of August 8, 2023 meeting	Motion	Gettinger	Flannery	Unanimous
Motion to approve minutes as presented.				
4. Finance Report Through September 24, 2023	Motion	Balachandran	Leinweber	Unanimous
Motion to approve finance report as presented.				
5. Deposit of Restricted Donation	Motion	Gettinger	Flannery	Unanimous
Donor is confidential.				
Motion to approve: 1) depositing the \$100,000 donation check into a restricted donation fund 2) for use on a brick-and-mortar project 3) with the balance being transferred to the Foundation once the project is completed.				
6. Staff Vacation Time	Motion	Gettinger	Leinweber	Unanimous
Extensive discussion of current vacation schedule, per Village of WFB Employee Handbook vs potential options for WFBPL to have a different vacation schedule which would be delineated in WFBPL Appendix to the Village Handbook. Of note, WFB Police Department has a vacation schedule in their Appendix that is different than the Village schedule.				
Discussion also included the potential to give future new hires credit for time worked at other jobs or as part-time at WFBPL. This option will be formalized at a later date or when the Library posts for a full-time position.				

The topic of benefits for part-time staff was brought up. Director Reed and Theresa Hoge, Head of Circulation Services, explained that part-time staff received prorated benefits years ago, but those were discontinued after Act 10 was passed. Some libraries offer prorated benefits, some do not. The lack of prorated benefits for Village of Whitefish Bay staff impacts the Library more than other departments since our team is majority part-time whereas other departments have few if any part-time staff. The Library Board instructed Director Reed to research options for implementing benefits for part-time Library staff in the 2025 budget.

The Library Board indicated a desire to offer full-time Library Staff Alternative 3 in the packet memo, rather than Alternative 1, as the best option for offering an *exceptional workplace* in keeping with the Library's state Mission and Guiding Principles. Each Board member in attendance verbally agreed they support that option.

Alternative 3 summary per packet memo: 1) Offer prorated vacation in Year 0 (year hired) to be taken after 30 days; based on 80 hours for 12 months. 2) Start Year 1 (as of Jan 1 of the first full year worked regardless of start date) with 80 hours (no proration going forward). 3) Add 8 hours each year going forward. 4) Maximum allowed vacation time of 200 hours. 4) Details and example will be included in WFBPL Appendix to Village Handbook.

Motion to approve Alternative 3 beginning January 1, 2024.

ADJOURNMENT 7:44PM

Leinweber

Gettinger

Unanimous