

# **FRANKFORT COMMUNITY PUBLIC LIBRARY**

## **Regular Meeting of the Board of Trustees**

**December 14, 2020**

*The Frankfort Community Public Library Board of Trustees met at 7:05 p.m. The meeting was held at the Frankfort Community Public Library with Vice-President Pam Nichols presiding. Present were Wayne Williams, Mike Brackett, Marc Hodges, Pam Powers, and Esmeralda Cruz. Also present were Gregg Williamson, Director, Jen Casey, Assistant Director, and Kathy Johnson, Business Manager. Annie Bacon was not present.*

### **MINUTES:**

*Wayne Williams made a motion seconded by Mike Brackett to accept the November 9, 2020 minutes as presented. The motion carried.*

**TREASURER'S REPORT:** *Approved*

### **DIRECTOR'S REPORT:**

*See the Director's report as it relates to the Frankfort Library.*

### **PATRON COMMUNICATIONS:**

### **APPROVAL OF BILLS:**

*Pam Powers made a motion, seconded by Mike Brackett to approve the bills for payment. The motion carried.*

### **OLD BUSINESS:**

**Facilities:** *All new cameras have been installed at the Frankfort Library. The Annex cleaning is continuing. The new Hearing Loop and new Carpet will be installed in December.*

**Strategic Plan:** See Strategic Plan report.

**Legislative Update:**

**NEW BUSINESS:**

**Library Policies:**

*Digi Dock Policy*

*Marc Hodges made a motion, seconded by Mike Brackett to accept the Digi Dock Policy as presented, with no changes. The motion carried.*

*Personnel Policy*

*Mike Brackett made a motion, seconded by Pam Powers to accept the Personnel Policy as presented with a few changes. (list attached)  
The motion carried.*

**Salary Schedule:**

***A copy of the salary schedule was sent to each Board Member before the Board Meeting.***

*Wayne Williams made a motion, seconded by Mike Brackett to accept the Salary Schedule as presented. The motion carried. A copy of the Salary Schedule can be found in the Business Manager's Office.*

***A Resolution to Adopt the 2021 Salary Schedule was then signed by Board Members. A copy follows.***

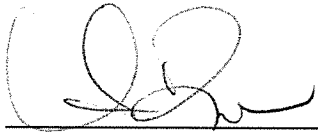
***Resolution to Borrow Emergency Funds:  
Motion to accept the Farmers Bank Bid***

*Mike Brackett made a motion to sign the Resolution to Borrow Emergency Funds and to accept the Farmers Bank Bid Letter, after clarification on the letter's 4<sup>th</sup> paragraph about the February 1 to February 10, 2021 dates. The motion carried.*

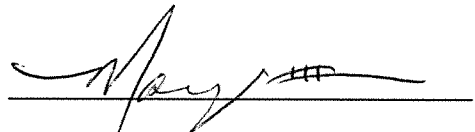
***The Bank clarified that the February 10, 2021 was the last date possible to accept the Bid Letter and that the Bank Loan was for January 1, 2021 to December 31, 2021.***

***TRANSFERS: None***

***ADJOURNMENT: The meeting was adjourned at 7:23 p.m.***



***Annie Bacon, President***



***Marc Hodges, Secretary***

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***Pam Nichols, Vice President***



## Summary of notable changes in the 2021 Personnel Policy Handbook

Section 4.5 (Page 23) Adds the following line: Employees or former employees needing to file a claim should contact the library Business Manager.

Section 5.2 (Page 29) Changes personal days for full-time employees from 2 days to 3. Personal days for regular part-time employees increases from 1 day to 1 ½ days.

Section 6.1d (Page 39) Removes words, *for full-time, salaried personnel only*, which allows any authorized employee to work from home.

Section 6.2 (Page 39) A note added that normal operating hours have been adjusted due to the COVID-19 pandemic

Appendix A (Page 60) – Organizational chart updated

Appendix D (Page 63) – Holiday and Days Closed updated for 2021

Appendix G (Page 67) – Updated to Job Classification and Pay Structure adopted November 9, 2020

Appendix H (Page 68) – Add COVID Pandemic Personnel Policy adopted December 14, 2020

