

Lake Geneva Public Library Board of Trustees Meetings
918 West Main Street Lake Geneva, Wisconsin 53147 (262) 249-5299

Finance Committee
Minutes

Thursday, February 13, 2014 at 7:30 a.m. (Director's Office)

Present: Kundert, Lafrenz, Wall; Also present: Peterson, Wollaeger

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$66,813.45 in General Funds and \$11,067.36 in Donated Funds.

Board of Trustees Meeting
Minutes

Thursday, February 13, 2014 at 8:00 a.m.

Call to order

Lafrenz called the meeting to order at 8:05 a.m.

Roll call

Members present: Brookes, Dinan, Jones, Kersten, Kundert, Lafrenz, Wall; Also present: Peterson

Adoption/Amendment of agenda

Lafrenz asked for a motion to adopt the agenda. Dinan made a motion to adopt the agenda. Kersten seconded. Motion carried unanimously.

Lafrenz asked for a motion to add Nominations Committee to the agenda under President's Report. Jones made a motion to add Nominations Committee on agenda as proposed. Brookes seconded. Motion carried unanimously.

Lafrenz asked for a motion to approve the amended agenda. Wall made a motion to approve amended agenda. Kundert seconded. Motion carried unanimously.

Disposition of minutes of previous regular meeting and any intervening special meeting(s)

Lafrenz asked for a motion to approve the minutes of the January 9, 2014 meeting. Kundert made a motion to approve the minutes. Wall seconded. Motion carried unanimously.

President's Report

Lafrenz gave an update on the Smith Meeting Room.

Lafrenz asked for volunteers to serve on the Nominations Committee. Discussion followed. Kersten and Dinan agreed to serve on the Committee and prepare a slate of officers.

Building & Grounds

Kundert reported on exhaust fans and recommended getting three bids to evaluate after the winter season is over.

Kundert made a motion for the purchase and installation of an inductor motor for outside furnace with Vorpagel in the amount of \$555. Wall seconded. Motion carried unanimously.

Lafrenz reported on the snow on the roof and the recommendation of the maintenance staff to remove the snow. Discussion followed. Peterson will contact roofing company to inquire about snow on the roof.

Peterson reported that the book drop repair will begin in March when the weather is better.

Finance

Kundert and made a motion to approve \$66,813.45 in General Funds and \$11,067.36 in Donated Funds. Wall seconded. Motion carried unanimously

Personnel

Lafrenz asked for a motion to go into **Closed Session** pursuant to **Wis. Statutes 19.85 (1) c Considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility**. Brookes made a motion to go into **Closed Session**. Kersten seconded. Motion carried unanimously.

Kundert made a motion to come out of **Closed Session**. Dinan seconded. Motion carried unanimously.

Lafrenz asked for a motion to approve the PTO calculations for full-time and part-time staff as recommended by the City (Item #1 on PTO Review Chart); to approve up to 24 hours of unused PTO for full-time staff to be put in the Medical Leave Bank at the end of the year and matched by the Library (Item # 2 on PTO Review Chart); and to approve that new employees who work under 23 hours will not be eligible for PTO leave (Item # 4 on PTO Review Chart); Dinan made a motion to follow City policies on Items # 1, 2, and 4. Kundert seconded. Motion carried unanimously.

Lafrenz asked for a motion to allow current full-time staff to use up to the 1,000 hours they may have accrued in their Medical Leave Bank prior to the new city policy which allows a ceiling of 480 hour (Item # 3 on PTO Review Chart.) Dinan made a motion to approve proposed motion. Brookes seconded. Motion carried unanimously.

Lafrenz asked for a motion to carryover over 8 hours of unused PTO time into the following year. (Item # 5 on PTO Review Chart). Dinan made a motion to approve the motion as proposed. Brookes seconded. Motion carried unanimously.

Lafrenz asked for a motion to allow full-time staff two floating holidays. (Item # 6 on PTO Review Chart). Brookes made a motion to follow City policy of 10 paid holidays and allow full-time staff two floating holidays of their personal choice. Kundert seconded. Motion carried unanimously.

Director's Report

Peterson reported on services statistics and adult and youth programming.

Adjournment

Kundert made a motion to adjourn at 9:34 a.m. Wall seconded. Motion carried unanimously.

Respectfully submitted,


Diane Jones, Secretary

Next Meeting: Thursday, March 13, 2014 at 8:00 a.m.

PTO Review Chart for Board of Trustees consideration
Thursday February 13, 2014 Board Meeting

1. Addition of a second table showing vacation calculations for part time staff. This calculation would be different from full time staff as there are no sick time or personal time allowances for part time staff.
2. Will the library match up to 24 hours of PTO that a full time employee puts into their Medical Leave Bank at the end of the year? This is what the City will do for its employees.
3. Will the library allow full time staff to put ALL of their currently accrued sick time into their Medical Leave Banks even if it is over 480 hours? This is what the City has done for its employees.
4. Will new employees that work under 23 hours be denied vacation benefits? This is what the City have done but they only have a couple of part time employees.
5. Will the library allow part time staff to carryover 8 hours of PTO at the end of the year?
6. Will the library allow full time staff two floating holidays to keep library staff consistent with City employee holiday hours (10 days).

Proposed PTO Calculations for full-time staff and part-time staff

Full-Time Personnel (this chart is already in the City Employee Handbook)

Years of Service	Annual PTO Eligibility	Maximum PTO Bank Limit
< 1 year	64 hours (8 days*)	64 hours (8 days*)
1-5 years	152 hours (19 days*)	176 hours (22 days*)
6-10 years	192 hours (24 days*)	216 hours (27 days*)
11-15 years	232 hours (29 days*)	256 hours (32 days*)
16 or more years	248 hours (31 days*)	272 hours (34 days*)

* = for illustrative purposes only; for the purpose of this table, "day" is defined as an eight-hour shift.

Part-Time Personnel (proposed addition to City Employee Handbook)

Years of Service	Annual PTO Eligibility	Maximum PTO Bank Limit
< 1 year	average hours x 1	average hours x 1
1-5 years	average hours x 2	(average hours x 2) + 8 hours
6-10 years	average hours x 3	(average hours x 3) + 8 hours
11 or more years	average hours x 4	(average hours x 4) + 8 hours

* = for illustrative purposes only; for the purpose of this table, "day" is defined as an eight-hour shift.

A maximum of 24 PTO hours for full-time staff and 8 PTO hours for part-time staff may be carried forward from one year to the next. PTO hours that have been carried forward will be paid at the employee's wage from the prior year.