

**Larsen-Sant Public Library**  
**Board Meeting Agenda**  
**Monday, Mar 11<sup>th</sup>, 2024 1:00 pm**

**Roll Call:** Laura Wheatley, Teresa Rasmussen, Max Excell, David Woodward, Shannon Crowther

**Public Comments:** No Public Attendees

**Action Items:**

**Approve Minutes:** Shannon Moved that the minutes be approved with the grammar change, and change of the year. David seconded the motion, all approved.

**Approve bills:** The utilities, and operations are over the monthly amount, however the reimbursement from E-rate doesn't show on the monthly expenditures. David moved that the bills be approved, Shannon seconded the motion, all approved

**Trustees: Comments**  
**: Volunteer hours**

Max -5      David- .5      Shannon - 1

**Treasurer: Finances – Feb. totals. - LGIP- \$83,946.64**  
**DBF- \$925,411.56**

We have now received \$32,000 from the Glenn Beck fundraiser.

**Librarian: Employee hours and benefits-** Savannah will be leaving on the 15<sup>th</sup> of this month. Laura proposed that Shera be added to PERSI, and give one more day a week to work, to cover the loss. Laura also stated that with employee revisions, there would be a surplus of over \$9000 in that budget and the library would be able to handle the extra funds to put Shera on PERSI and pay the extra wages. David moved that Laura's proposal be approved by adding Shera to PERSI, and give her 3

days per work week and would go into effect this March 16<sup>th</sup>, 2024 payroll. Shannon seconded the motion, all approved.

**Parking lot-** Max and Richard are concerned about how many students are parking in our lot. Laura explained that Jana has been policing that at the beginning of each day by placing a note on the car windshields, if needed, notifying them that they will be towed if they are not a library patron.

**Assistant Report: Jump Start Folders-**Jumpstart folders have been given to children and parents at the Pioneer Elementary and the Harold B. Lee Schools. Jana and Diane attended the Pioneer school and offered library cards to the parents who attended.

**Easter books-** The Lions Club will be hosting the annual Preston City Easter Egg Hunt again this year, and have asked the library for donations. The library will provide 100 Easter children's books in Ziplock bags for the hunt.

The library along with the Franklin County Reading Association, provided over 1000 books for students of the Pioneer and Oakwood Elementary schools in celebration of Dr. Seuss's Birthday. They also received a donation of ice-cream from Casper's for the children. The Pioneer Principal Mrs. Murray called to thank the library, and let us know how excited the children were to receive the books.

**Policy Approval: Personnel Policy-** The board went through the revision of the Personnel Policy concerning Employee Classifications, Vacation, Sick Leave, and Holidays. The classifications were read. As vacation was discussed there was one sentence that needed more discussion. It was the Maximum amount of 80 hours only could be carried over per year. A change in that amount is under discussion. Laura stated that she lost 30 hours last year because it wasn't used. A discussion was held about the Assistant Director being put on salary. It was noted that the Personnel Policy does not note that the Director is on salary vs. hourly rates. Teresa has some reservations about being salaried, since she has had to use all of her sick leave and now into her vacation hours for sickness this fiscal year. Max stated that 20 hours per week need to be worked to

receive PERSI. Shannon stated that she would like this to work for everyone. Two holidays were discussed that the library is closed, however Associate Employees are not paid on those days. It was discussed that we stay open on Martin Luther King Day, which is not a paid holiday for Associate Employees, however, the schools are open that day. Pioneer day is a closed holiday but not a paid holiday. Max suggested that the Policy revision be taken back to the Policy Committee and will be revisited in board meeting next month.

**Expansion:** Meetings with councils-The Committee members have attended some City Council meetings in our community. They have visited Weston, Dayton, Clifton, and Preston City. They have gone well, however these small communities don't have much to offer our expansion. Preston City would like an amount we would like for them to donate.

**Downsizing-** The board discussed a downsizing of the expansion because of inflation and material increases. It was left for further discussion.

**Policy Committee Meeting- Mar 18<sup>th</sup>** will be held at 2:00 instead of 1:00 p.m.

**Adjourn:** Shannon moved that we adjourn at 2:32, David seconded the motion, all approved.