

Board of Trustees Meeting

June 2, 2025

The Board of Trustees meeting was called to order. The members attending were Gina Simpson, Margaret Wakeland, Barbara Sutherland, Vanessa Hurley and Mae Broyles.

A motion to approve the minutes and the Agenda was made by Margaret Wakeland and seconded by Barbara Sutherland.

The Board reviewed the Budget, which is still showing in the Red, which is what is best, so that the County will continue to Fund the Budget.

In Old Business, the Board reviewed once again the Time Management System of the Buchanan County Employees. Also reviewed was a document provided by Mae Broyles, regarding Timekeeping. It entailed the hours that the employees must work, to be considered as a full-time employee; how vacation and sick time is earned; the holidays that the Library will be closed; and specifically noted that an employee is required to work 100 hours a month to receive health insurance coverage. This document is to be distributed to all salaried full-time employees at the next staff meeting. It was reiterated once again that if an employee is absent for 2 or more days consecutively, that medical documentation may be requested. Also, beginning in 2026, only 60 days can be "banked". As discussed previously, some of the employees have excessive "banked" days, and they are using these days, so that those hours will not be lost. Which, when reviewing the employees' time sheets, it is noted that several employees have missed more than 2 days in a pay period.

The new time clock has been purchased and Sherry provided new time sheets for the Board to review. Currently, the time sheets are broken down per pay period but will change them to per week and those will also include how many hours each employee has banked, as well as how many hours has been earned.

Also discussed were office upgrades. Sherry has been meeting with Kenneth regarding clearances, area walkways, and heating/ventilation. Also discussing extra spacing around the circulation desk and the photocopier area as well perhaps the Children's wing. They are searching for ways to relocate Cody so that he will have an "office". Since there are now phones and internet in the basement, they are considering relocating Jerry to the basement, which may also free up some space for Cody. They are also interested in re-purposing the cubical walls and soundproofing those areas. The Board also suggested Sherry purchase walkie talkies for the employees so that communication will be easier throughout the building. Sherry is also working with Brian to purchase more books for