

Meeting Notes for the Elk Rapids District Library

Personnel Committee meeting 2:15pm 2/03/22

Held at the Elk Rapids Governmental Center

Attending: Julia Pollister Amos Chair, Liz Atkinson, Tom Stephenson (substituting for Chuck Schuler) and Director Nannette Miller

1.Call to Order: at 2:16pm (immediately following the Finance Committee meeting)

2.Approval of the Agenda: - there were no changes

3.Public Comment: - there was none

4.Recommendation to the Board regarding the Employee Handbook proposed by attorneys Foster and Swift. – There were only two changes to the proposed document since it was last presented to the board: Under Maternity/Paternity Leave (page 13) The paragraph was changed to “The Director and/or Assistant Director will be provided up to 3 months of unpaid leave for maternity, paternity and child care purposes upon written application to the Board. Full-time employees only will be provided up to 3 months of unpaid leave for maternity, paternity and child care purposes upon written application to the Director. Accumulated paid time off leave may also be used upon request.” The second change was elimination of green highlighted items that were that were on the previous version.

Discussion: Miller pointed out two green highlights that remained, Pollister Amos will correct to black and resend.

There was no further discussion.

Motion by Stephenson/Atkinson to recommend to the board that this updated Employee Handbook be approved.

Motion passed

5. Adjourn - adjourned at 2:22.pm