The Board of Trustees of the Pines & Plains Libraries met for a study session at the Elizabeth Branch.

1. **Call Meeting to Order:** The meeting was called to order at 6:00 p.m. by Robert Thomasson.

2. **Roll Call and Verification of Quorum:** Board Members present: Robert Thomasson, Alan Krenek, Sheila Zuschek, and RuthAnn Stricker.
   Staff Present: Director Susan Byrne.

3. **Review Employee Handbook:**
   a. **Vacation Time:** An employee starts accruing vacation once they are hired but they are not allowed to use that leave until they have worked for 1 year. The wait time to use vacation will be reduced to 1 month. Vacation time at the lower level has been brought down from 6 to 5 years and the upper level from 11 to 10 years.
   b. **Sick Leave:** Employees who work 15 hours or more a week accrue 1 hour of sick time for every 20 hours worked. They can roll over 96 hours of sick time from year to year. Sick time is paid out at 75% up to 80 hours and vacation is paid out at 100% when an employee leaves employment.
   c. **Sick Leave:** Employees who work up to 15 hours a week accrue 1 hour of sick time for every 30 hours worked. Sick time is not paid out for these employees at the end of employment.
   d. **Updates to the Healthy Families and Workplaces Act** classifies bereavement and snow days for employee’s children as sick leave.
   e. **Sick/personal leave** is now called **sick leave**.
   f. **Dress Code:** T-shirts are no longer prohibited clothing items.
   g. **Emergency Closings:** The Director will work with the Board in the event of a pandemic or communicable disease on whether or not to close the library.

4. **Adjourn:**
   *Motion to adjourn meeting at 7:20 p.m.*
   Alan Krenek motioned; RuthAnn Stricker 2nd
   All approve.
Next regularly scheduled meeting will be held on Wednesday, August 23, 2023 at 6 p.m. at the Elizabeth Library Meeting Room.

Respectfully submitted by Nat Nelson, Administrative Assistant