

Elbert County Library District dba Pines & Plains Libraries  
Board of Trustees Study Session Minutes  
August 10, 2023

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