

Henika District Library  
Meeting Minutes

Henika District Library  
Board of Trustees Meeting  
March 22, 2023 at 1:30 pm

**Members Present:** Meghan Augustin (ex officio), Jacqui Kuhn, Gary Marsh, Maria Musgrave

**Members Absent:** None

**Staff Present:** Cierra Bakovka – Director

**Guests:** None

- I. Call to Order: Meeting called to order at 1:44 pm by Marsh.
- II. Approval of Agenda motioned by Augustin and seconded by Kuhn. All yes, motion passed.
- III. Approval of November 2, 2022 Finance Committee Meeting Minutes motioned by Augustin and seconded by Musgrave. All yes, motion passed.
- IV. Unfinished Business
  - a. Assess PTO Policy
    - i. The current PTO policy was reviewed and discussed, along with policies of other libraries for comparison.
    - ii. The current PTO policy does not separate vacation and sick time. There was discussion regarding the verbiage for employees giving notice and gaining approval ahead of time when being used for sick time; Bakovka to consult with the lawyer on verbiage. At this time there is nothing that necessitates a change from combined PTO to separate vacation time and sick time.
    - iii. The current PTO policy frontloads a year's worth of PTO at the beginning of the fiscal year. There was discussion regarding the benefits and risks of frontloading PTO rather than accumulation of PTO as it is earned; Bakovka to consult with the lawyer for recommendations on verbiage to mitigate risk. There was discussion regarding the oversight of director PTO usage; Bakovka to consult with the lawyer on how to handle director accountability.
    - iv. Bakovka to consult with the lawyer on verbiage for grandfathering in benefits for employees who fall under the current policy, in the event changes are made to the policy.
    - v. More discussion needed after Bakovka consults the lawyer on the aforementioned items; will discuss further at next meeting with

the goal of making a recommendation to the Board of Trustees regarding PTO policy updates.

V. New Business

a. Assess Parental Leave

- i. There is not currently a Parental Leave policy. There is a Family and Medical Leave policy that allows for employees who have worked for Henika for at least a year and worked an average of at least 25 hours per week during that time to take up to 12 weeks of unpaid leave for the purposes of 1) an employee's own serious health condition that makes the employee unable to work, 2) caring for a spouse, child, or parent who has a serious health condition, or 3) caring for a newborn, newly adopted child, or recently placed foster child.
- ii. There was discussion of offering a separate parental leave benefit or expanding upon the current FMLA policy to potentially incorporate some level of paid benefit for all or a portion of the covered FMLA time. Bakovka to investigate recommendations and options for expanding on the FMLA policy to incorporate a paid benefit, as well as determine the financial impact that would have.

VI. Around the Table

- a. The committee would like to continue discussion of the PTO policy and parental leave/expanded FMLA at the next meeting, as well as add discussion of bereavement leave, gifting of PTO, and verbiage regarding accommodation for lactating mothers to that agenda.
- b. All present agreed to meet again on May 3, 2023 at 1:45 pm.

VII. Adjournment of the meeting motioned by Marsh and seconded by Kuhn. Meeting adjourned at 3:30 pm.