

MONARCH LIBRARY SYSTEM BOARD OF TRUSTEES
Virtual and In Person Meeting

Thursday, November 10, 2022, at 6:00 PM
Kewaskum Town Hall
9019 Kettle Moraine Dr.
Kewaskum, WI 53040

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Agenda

1. Call to Order: Properly Noticed in Accordance with Wisconsin Open Meeting Laws.
2. Roll Call
3. Public Comment & Correspondence
4. Approval of Agenda (Action)
5. Approval of the minutes from September 8, 2022 (Action)
6. Monarch Resource Advisory Workgroup – Rachel Muchin-Young
7. Approval of Expenditures for Sept - Oct 2022 (Action)
8. Monarch Library System Update
9. New website for the Monarch Library System – Presentation
10. Committee Reports
 - a. Executive Committee
 - Agreement with Innovative Inc. for VEGA (Discover, Promote and Program) and ‘Program’ Development Partnership – Discussion and Action
 - b. Finance Committee
 - Contract with Winnefox Library System for Accounting and Payroll services - Discussion and Action
 - Finance, accounting, audit, and other updates
 - c. Operations Committee
 - Recommendation on updating Bylaws (Discussion and action):
“The nomination and election of the Officers of the Board be moved to the last meeting of the year”.
 - New language in the Employee Handbook under Sick Leave (Discussion and Action)
"Sick Leave is intended solely to provide income protection in the event of illness or injury and may not be used for any other absence. Unused sick leave will not be paid to employees while they are employed or upon termination of

employment except upon retirement. To qualify for a sick leave payout upon retiring the employee must retire to the Wisconsin Retirement System (WRS).

Unused sick leave can be accumulated up to a maximum of 1248 hours."

- Recommendation to amend Overtime or Compensatory Policy in the Handbook, with following changes (Discussion and action)
"When necessary, the Director may authorize reasonable periods of overtime work to meet operational needs. Based on MLS needs the Director will determine the form of overtime compensation. Non- exempt employees shall be compensated for authorized overtime work, which shall be those hours which exceed the normal 40-hour weekly schedule. Overtime compensation can either be in the form of time-and-one-half time off or in the form of payment of time-and-one-half the employees hourly wage for the overtime hours. The Director may grant occasional compensatory time off to exempt employees at the Directors discretion.

Payment of all accrued compensatory time, based on overtime, will be paid out by the end of the fiscal year.

Complete records of overtime of employees shall be maintained by the Director or designee and made available to the MLS board as may be required."

- Recommendation to include a sentence under Health and Dental Insurance coverage (Discussion and Action): *"Insurance premium cost for part-time employees will be pro-rated based on their regular work schedules".*
- Recommend the following Slate of Officers for 2023, to the Board of Trustees (Action)
President: Tom Doane
Vice President: John Katzka
Treasurer: Wendy Schobert
- Monarch Resource Library Agreement 2023 – For Board Approval (Action)

d. Bookmobile Committee

11. New Business:

12. Next meeting: February 9, 2023 @ 6:00 PM

13. Adjourn