

The BDL Personnel Committee met on November 11, 2021, at 6:00pm via Zoom.

Present were Ben Jewell, Martha Watson, and John Rucker.

A number of issues were discussed, including updates on recent hires, the 2022 Budget, staffing the bookmobile, our True Colors training, reinstating the temporary COVID-19 Leave Policy, a discrepancy between our recent Privacy Policy and the Employment Handbook, and a proposed contract adjustment for Kimberly Feltner and Jessica Tefft.

The Committee asks the full Board to consider the following three recommendations:

1. Reinstatement of the lapsed "Temporary COVID-19 Paid Leave Policy", using the same language as before and making the effective date end June 30th, 2022. Making the start date retroactive to November 1, 2021, would affect one library staff who had to take a small amount of time off when local schools recently closed due to COVID.
2. Update the Handbook to align with our Privacy Policy:

Our new Privacy Policy reads:

"The Library may make photo or video recordings of events. So long as imagery does not show the use of specific services, materials, or information resources, as governed by the Library Privacy Act, the Library may use photos or videos for promotional purposes."

Chapter 10, Section 4 of the Handbook reads:

"Employees may not publish photographs of patrons and minors in any media without a written authorization and release of liability from the patron or the minor's parent or legal guardian. Photographs of patrons should be taken only on the BDL's cameras whenever possible."

The recommendation is to change 10.4 to read:

"Photographs or video of patrons should be taken only on the BDL's cameras whenever possible and must not show the use of specific services, materials, or information resources."

In addition, Martha requests that the full Board reconsider whether or not we should seek consent of a parent or guardian before sharing imagery of a minor. This could result in needing to modify both the above and the Privacy Policy.

3. Adopt a request by John to modify the contracts of Kimberly and Jessica. The request is made to increase Paid Time Off from 200 hours to 256 and to increase the Retirement/

IRA contribution from \$500 to \$2000. This recommendation is reflected in the final draft of the 2022 Operating Budget up for consideration.

The meeting adjourned at 7:03pm.

Submitted by John Rucker