

**St. Joseph Township-Swearingen Memorial Library Board of Trustees Policy & Planning Committee
Minutes of the Thursday, September 8th meeting:**

Members present: Kathy Munday (Vice President), Diane Rigdon, Geni Roark (Secretary)

CALL TO ORDER

Munday called the meeting to order at 1:30 p.m.

INTRODUCTION OF VISITORS

No Visitors

Policy & Planning

Rigdon presented a proposal regarding the full-time librarian vacation benefits as follows:

Section 3. Full-time Librarian

a) The vacation schedule for the full-time librarian is as follows (after 6 month probationary period):

Year 1 of employment = 1 week of vacation

Years 2-5 of employment = 2 weeks of vacation

Years 5-20 of employment = 3 weeks of vacation

Years 21+ of employment = 4 weeks of vacation

Years 30+ of employment = 5 weeks of vacation

Paid vacation cannot accrue past the end of the fiscal year except without express approval from the board.

ADJOURNMENT

Roark moved to adjourn the meeting. Rigdon seconded it. The motion carried. The meeting adjourned at 1:52 p.m.

Respectfully submitted,
Geni Roark
Secretary