



Services Committee Minutes

3/3/2025 • 6:55 PM

Attendance: K. Sheehan (Chair – Vice President), C. Pensabene (President), Camie Engel (Secretary), Mari Harris (Trustee), Jill Dugas-Hughes (Director), Jenna Schmonsky (Administrative Assistant)

ACTION ITEMS:

- Staff Manual
 - Meeting Room Policy
- 1) **Incident-** Discussed incident with patron misuse of computer screen (desktop & laptop). Jill will follow-up and try to provide a low-cost tracing tool for patron to use.
 - 2) **Staff Manual:** The committee reviewed the updated staff manual draft. Discussions included Life Insurance, COBRA, holiday pay, paid time off, employee probationary period, paid sick leave for part-time employees, bereavement leave, and personal leave of absence.
 - The committee suggested adding an employee donation bank to the staff manual where it allows employees to donate their paid time off to a pool for other employees to use as well as time and a half for staff who are required to work on a holiday.
 - The committee will do a final review before adopting the staff manual at the April Board Meeting.
 - 3) **Meeting Room Policy:** The committee briefly discussed the Meeting Room Policy but will be discussed in depth at the next committee meeting.

Next Meeting Action Items: Board will review policies which have been posted in the Services Committee channel in Teams and provide written feedback 1 week in advance of the next committee meeting.

- Dress Code
- Meeting Room Policy
- Programming Policy
- Library Card Policy
- Succession Plan