



**Board of Trustees - Meeting Agenda
February 28, 2023
Moscow Library, 4:30 PM**

1. Call to order
2. Changes or additions to the agenda – ACTION ITEM
3. Public comment
4. Approval of minutes -- January 24, 2022 -- ACTION ITEM
5. Treasurer's report/Accept November 2022 and January 2023 financial reports and expenditures, and revised December 2022 Revenue & Expenditures report -- ACTION ITEM
6. Director's report
7. Staff report – Access Services Manager
8. Committee reports
9. Unfinished business
10. New business
 - a. Approve revision to section 3.2 of LCLD Personnel Policy (see appended text) – ACTION ITEM
 - b. Advertise trustee vacancies
 - c. Draft a censorship action plan – ACTION ITEM
11. Items for next month's agenda
12. Public comment
13. Adjourn

Next meeting – March 28, Moscow Library -- 4:30 pm



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Agenda item 10a

Existing policy:

3.2 Pay Day

The library will issue payroll checks on the tenth day and the twenty-fifth day of each month. Checks issued on the tenth of the month cover the pay period which includes the sixteenth through the last day of the previous month. Checks issued on the twenty-fifth day of each month cover the pay period which runs from the first through the fifteenth days of the current month. If a pay day falls on Saturday, Sunday or a holiday and the District libraries are closed, checks will be issued the last weekday (Monday through Friday) prior to the pay date. It is the responsibility of each employee to keep a current and accurate time sheet which must be signed by the employee's supervisor. The time sheet must be received no later than the first work day (Monday through Friday) after the last day of the pay period. If a timesheet is received late, an employee's pay may be delayed until the next pay period.

Proposed policy replacing last sentence with new sentence (in green):

3.2 Pay Day

The library will issue payroll checks on the tenth day and the twenty-fifth day of each month. Checks issued on the tenth of the month cover the pay period which includes the sixteenth through the last day of the previous month. Checks issued on the twenty-fifth day of each month cover the pay period which runs from the first through the fifteenth days of the current month. If a pay day falls on Saturday, Sunday or a holiday and the District libraries are closed, checks will be issued the last weekday (Monday through Friday) prior to the pay date. It is the responsibility of each employee to keep a current and accurate time sheet which must be signed by the employee's supervisor. The time sheet must be received no later than the first work day (Monday through Friday) after the last day of the pay period. An employee may face disciplinary consequences for late or falsified time sheets according to section 7.2.3 of this policy.