

**Tolono Public Library District Benefits Committee Minutes
December 13, 2023 6:30 pm**

Members present: Meghan Peach, Nola Compton and Mary Thweatt

Others present: Janet Cler, Library Director

1. Call to order

The meeting was called to order at 6:01 pm.

2. Public Comment

There was no public comment.

3. Review the federal & state law, rules, guidance, etc. for exempt employees

The committee discussed and reviewed the federal and state laws for exempt employees. They discussed updating the job descriptions for the Director and Librarian as salaried, and adding in the personnel policy that full time staff don't need to take holidays off as vacation or PTO. They also discussed having to keep balances on paid leave for employees and keeping documentation each time that paid leave time off would have to be denied.

4. Approve October 2023 Benefits Committee meeting minutes

The committee approved the October minutes.

5. Adjourned

The meeting was adjourned at 6:38 pm.

Submitted by Nola Compton