



Operations Committee Agenda Thursday, March 22, 2023 – 5:00 pm

1. Call to Order

5:00 pm

2. Roll call

Ferguson_X__ Monahan__X_ Ricciardi_X__

3. Public Comment

4. Discussion Items

A. Building Review

Roof leaks were repaired by Sentry Roofing. The need for a Capital Projects Plan and Capital Projects Reserve were discussed. Chris has a general timeline for the next 3-5 years for capital projects and building repairs that need to be done, including the fire alarm system, security cameras, technology upgrades, HVAC repairs, roof repairs, and more.

B. Personnel Policy Review

The Library maintains a separate Personnel Policy addendum to the City of Charleston's Personnel Handbook. The Library's addendum has not been revised since 2016. Chris has highlighted two sections for review and revision.

The first being the Library's appearance policy. The current policy does not accurately reflect the current working world. The Operations Committee has tasked Chris with bringing the Library Board a revision of this policy that focuses more on inclusivity.

The second section being the Employee Leave section. After review, the Library's vacation leave and sick leave do not match the leave offered via the main Personnel Handbook. Library staff have been receiving less in each category and have been able to save less in each category. Chris will bring this and an overview of the staff's lost hours to the full board to discuss.

C. Committee Goals

D. Next Committee Meeting

E. Other?

5. Adjournment

6:00 pm

The primary responsibility of the Operations Committee is to develop, review, and recommend improvements related to the operations of the Library, e.g., facility maintenance, technology maintenance, staffing requirements, and the Library's Personnel Policy.