**MINUTES**

**ATTENDEES**

Present at the meeting were: Board Members Susan Kiefer (Vice President), Marta Tarantsey, Kevin Keating, Patty Jensen, Marissa Shepherd.

Additional attendees: Kari May (Library Director), Kelda Vath (Assistant Director, Support Services), Brynn Fogerty (HR Manager), Heather Scott (Finance Manager), Josh Letsinger (Community Engagement Manager), and Yoli Diaz (Executive Assistant)

**CALL TO ORDER/ROLL CALL**

Susan Kiefer called the meeting to order at 3:34p.m. Roll call was taken. Kevin Keating (joined virtually at 4:05pm), Marissa Shepherd (joined virtually). The Land Acknowledgement was read.

Notary swore in Board members Patty Jensen and Marta Tarantsey.

**DISCUSSION ITEMS (Inform/Discuss)**

**Employee Handbook**

The meeting began with a discussion on the **Total Compensation Philosophy**. Director Shepherd requested a pay schedule be shared and asked for clarification on the affinity groups and standing committees. She asked if there should be a typical outline for such committees and emphasized the importance of reviewing overall policies. Director Kiefer clarified that the organization does not use merit-based pay increases, citing Oregon’s pay equity law. HR Manager Brynn agreed, noting that merit increases are not recommended.

Executive Director May explained that the employee handbook is designed to be evergreen, which is why salary figures are not included. Employees can access pay information through Paylocity. Shepherd requested that a typical salary range or pay schedule still be available. May agreed to upload the document to SharePoint. Kiefer supported continuing the current pay structure.

Regarding the **Cell Phone Allowance**, Director Tarantsey asked whether employees are informed of this benefit at the time of hire. Brynn confirmed that eligible employees are notified. Tarantsey also asked how often the policy is reviewed, and Finance Manager Heather stated it had been reviewed in the past year and remains appropriate budget-wise.

In discussing **Tuition Reimbursement**, Kiefer asked about the broad discretion given to the Executive Director and suggested establishing clearer criteria. Shepherd added that including a specific dollar amount would improve transparency. May explained reimbursement is based on whether the program is job-related, required, or beneficial to the employee’s role, and that limits vary year to year. Brynn noted a formal process is already in place. Tarantsey recommended rewording the policy to reference specific criteria, add a reimbursement cap, and better combine process with policy.

For **Professional Development and Training**, Kiefer asked about employees becoming Public Officials, and Brynn confirmed this is addressed during hiring and orientation.

On the topic of AI Use, Tarantsey suggested departments be allowed to create their own guidelines and proposed a general policy statement in the handbook. Kelda Vath recommended scaling back references to AI in the handbook and instead developing a separate, more comprehensive AI policy that could be updated frequently. This would keep the handbook evergreen while allowing flexibility. A general statement on AI use, supported by department-level rules, was supported.

Director Jensen raised concerns about the “At-Will Employment” language on page 11, suggesting it might be better placed in the “Separation of Employment” section due to its tone. May emphasized the need to be clear from the outset. Kiefer suggested clarifying that at-will employment is based on Oregon law, not an internal decision. Keating noted the legal placement should not matter, while May suggested keeping it upfront seems more appropriate. Fogerty stated legal team recommends the clause remain at the beginning, but an added note elsewhere for clarity could be made.

 **FLSA Status and Handbook Language:** Tarantsey questioned the use of terms like “outside representatives” and “owners,” recommending they be removed for accuracy. She also proposed using “organization” instead of “company” throughout the handbook.

**Confidentially:** Director Kiefer asked about the need for the detailed employer records section on personal data. Fogerty explained its necessity because some staff have access to personal employee information (to perform their job duties). Any breach would be both an ethical violation and a breach of confidentiality. The section outlines how staff data is protected.

The process from here will be to send a clean copy to SDAO with the updated policies and make sure any additional changes they recommend are incorporated into the handbook. It will come back to the Policy Committee for review before coming to the Board for final approval. This process will take several months.

**ADJOURN**

VP Kiefer adjourned the meeting at 5:02 p.m.

/s/ Yoli Diaz

 Recording Secretary