

**SMITHTON PUBLIC LIBRARY DISTRICT
Personnel Committee Meeting Minutes
June 17, 2021
(held in-person and virtually, on Zoom)**

1. Call to Order

The meeting was called to order by President, Ron Mense, at 6:35 p.m. with the following Personnel Committee members present in-person: Ann Hart, and Ron Mense. Director Jenna Dauer was also present. Brett Clasquin was absent and no one was present on Zoom.

2.1 Employee Handbook (2.9.1. Lunch Hours and Work Breaks) Revision / DISCUSSION & APPROVAL)

A motion was made by Ann Hart and seconded by Ronald Mense, that the Lunch Hours and Work Breaks policy be changed to read:

All hourly non-exempt employees who are scheduled to work, should take a paid break, according to the following chart:

All hourly non-exempt employees who are scheduled to work a total of...	# Hours	Break
	Less than 2 hours	None
	More than 2 hours, but less than 5 hours	One 15-minute paid break
	More than 5 hours	One 30-minute paid break

Time allowed for breaks may not be accumulated for future use.

Time allowed for breaks may not be used to start work later or leave early from a shift.

3. Adjournment

Motion to adjourn was made by Ann Hart and seconded by Ronald Mense.

All were in favor and the meeting was adjourned at 6:56 pm.

Respectfully submitted,

Jenna Dauer, Recording Secretary
Director, Smithton Public Library District