

Finance and Personnel Committee Meeting Minutes  
Monday, July 2, 2013

Present: Bill Eichelkraut, Roger Hillebrand, April Little, Bonnie Wilcox, Gary Ziegler

1The meeting was called to order at 5:35 pm.

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3The minutes from the March 26, 2013, meeting were approved as presented.

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5Budget/Staffing Levels 2014 Preplanning

6New computers should be installed by mid-July

7The police department is going to request a 5<sup>th</sup> officer to start January 2014.

8Public Works will be asking for another person.

9As in the past, we discussed a clerical position for the police department and public works. Both have needs that might be met by one full-time position or two part-time positions.

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11Website Bulk Email Test & Idea

12The bulk email is up and running. April has been trying it out. We will have to let people know that it is available.

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14Employee Manual Changes/Clarification for 2013

15Our village manual does not have a policy for pregnancy. We have a light duty section, but this isn't the same thing. Bill will be contacting other chiefs to see what their departments have for policies.

16Time sheets from the library aren't showing lunch breaks for staff who work 6 hours or more. It is also important that staff who work a 4-hour shift also take a 15-minute break although they don't have to record it on their time sheets.

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18Trustee Pay

19The president and trustees are paid every 3 months (quarterly). Those who do not run for reelection or who are not elected in April will be paid for the first quarter. The newly elected person will receive his or her first check at the end of the 2<sup>nd</sup> quarter.

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21Next meeting will be July 22, 2013, at 5:30 pm.

Respectfully submitted,

Bonnie Wilcox

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