

NOTICE OF MEETING  
MONARCH LIBRARY SYSTEM BOARD OF TRUSTEES  
Operations Committee  
Tuesday, July 12, 2022, at 2 pm  
Lakeview Community Library  
112 Butler St, Random Lake, WI 53075

**Agenda**

1. Call to Order
2. Public Comment & Correspondence
3. Approval of Agenda – Action
4. Approval of Minutes from Operations Committee Meeting on June 14, 2022 – Action
5. Overtime/Comp Time Policy – Review, discussion, and possible Action
6. Finance Committee recommendation for Mileage Reimbursement Policy - Review, discussion, and possible Action  
**Current MLS EXPENSE REIMBURSEMENT POLICY** When an MLS employee uses their own vehicle for business **travel, the *standard State of Wisconsin per mile rate* will be reimbursed.** MLS will not reimburse employees for normal mileage incurred traveling between home and work.  
**Draft revised policy**...travel, they will be reimbursed at a rate determined by the Board of Trustees based on a review of the “State of Wisconsin Pocket Travel Guide”, the University of Wisconsin System mileage rate, and the IRS’s federal mileage rate.
7. Sick Leave Policy - Review, Discussion, and possible Action
8. Establish the mechanism for the yearly Board evaluation of the Director.
9. Reviewing and updating the Employee Handbook
10. A calendar of tasks for the Operations Committee.
11. HR process for hiring new people, training/onboarding new staff, staff development and evaluation and exit interviews.
12. Next Meeting: Sept 13, 2022 at 3:30 pm
13. Adjourn