

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES SPECIAL MEETING
November 13, 2025

1. **Call to order:** The meeting was called to order by President Lysdahl at 6:08 p.m.
2. **Present:** Penny Beals, Jessie Clemence, Kim Gheen, Lisa Lysdahl, and Nancy Neumann
Absent and Excused: Valerie Harris and Ruth Layne
3. **Approval of agenda:**
The agenda received unanimous approval on a motion by Beals.
4. **Acknowledgement of guests:** At 6:09 p.m. there were no guests present.
5. **Policy Review – Personnel Policy – 1st Reading:**
The Personnel policy received unanimous approval for 1st reading and adoption with noted edits on a motion by Gheen.

A motion by Neumann to extend employee Cripps up to 12 weeks of parental leave at 60% hourly pay, with the remaining 40% of pay to be paid over a corresponding length of time upon return, passed unanimously.
6. **Board comments**
Neumann requested updates to section 4.01 and the last date of editing for this policy.
7. **Public Comment**
There were no comments.
8. **Adjournment**
President Lysdahl adjourned the meeting at 7:04 p.m.

Minutes taken by Jennie Willard, Library Director