

# ***PERRY PUBLIC LIBRARY***

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## Development & Policy Committee Minutes February 5, 2025

In attendance: Greg Quartz, Sandy Lawrence, Virginia Winter, Jessica DeMarte (Director). Absent: Stacey Muolo

The meeting was called to order at 4:32 pm.

Greg volunteered to attend the Long Range Plan Cohort webinars with Director DeMarte to work on the 2026-2031 Plan.

**Sandy made a motion to approve the Surveillance Camera Policy and Virginia was the second.**

The committee discussed 2026 wage projections. They referred the issue of adding staff hours to ensure there are at least 2 staff in the building at all times to the budget committee for review/approval. Additionally, they requested the budget committee look into the financial feasibility of paid holidays for PT staff.

After discussion, **Sandy made a motion to recommend the Board review 2 additional financial reports monthly: Cash Activity & Balance Sheet, in accordance with the recommendations of the Office of the State Comptroller and Virginia was the second.** Director DeMarte will work on formatting some options for the board to review.

Director DeMarte will be exploring Health Insurance options for full time staff.

Director DeMarte is going to look into how other libraries handle phones for their directors.

**Virginia made a motion to accept the 2025 Employee Handbook, with the addition of Vision & Dental Plans offered to staff with covered fully by the employee in the Benefits section. Greg was the second.**

The meeting was adjourned at 5:58 pm.

Respectfully submitted,  
Jessica DeMarte.