

The Sheffield City Council Special Session was called to order at Sheffield City Hall by Mayor Scott Sanders, at 6:00PM on Wednesday, September 20th, 2023. Council Members in attendance were Dave Smit, Julia Showalter, Brad Mulford and Becky Moellers. Also, in attendance was Jessica Foreshoe, Library Director and Bonnie Theis, Library Board President.

Mayor Sanders led the Pledge of Allegiance.

Smit made a motion to approve the agenda. Mulford seconded it; it was approved.

New Business

- The library director talked about her recent need of time off. The Library board approved a recommendation to the City Council of doing half-time, 15 hours a week, for 6 weeks and if not approved by the City Council they approved her to go on a 30 day leave of absence. The City Council discussed this option with Jessica. They further explored a few other options that could accommodate the necessity for the need to fall below required hours. Mayor Sanders recommended a few things to change going forward: 1. Turning a schedule into the library board ahead of working, 2. Filling in vacation/sick hours with timecard needs discussed library board, 3. Vacation time needs to be approved by library board ahead of taking it and sick time needs to be communicated at time of use. Mulford motioned that the Library Director is allowed the first 4 weeks to have a minimum of 15 hours with the remainder of the 2023 year to be at the minimum of 30 hours per week. The City Clerk will review the average hours of 2023 on December 31, 2023. If she does not meet this average, she will be put on part-time status effective Jan 1, 2024; pending Library Board approval. If the Library Board does not approve part-time status, she will then enter into a 30 day leave of absence. Along with the work hour requirement, the Director needs to follow the mayor's three recommendations. Moellers seconded it, it was approved.

Council Comments – n/a

Mulford motioned to adjourn, Smit seconded the motion and it passed. Adjournment at 6:57p.m.

Ashley L. Francis, City Clerk

Scott Sanders, Mayor