

LIBRARY BOARD AGENDA
October 19, 2004
Genesee Library
5:30 p.m.

- 1) Call to order
- 2) Public Comment
- 3) Approval of Minutes – September 21, 2004 minutes (Tab A)
- 4) Treasurer’s Report (Tab B)
- 5) Director’s Report
 - a. Narrative (Tab C)
 - i. Includes copy of the Sept. 28, 2004 Foundation Board minutes and Account Holdings report
 - b. Use & Program reports (Tab D)
- 6) Committee Reports
- 7) Presentation
 - a. Genesee Supervisor – Sharon Steiger
- 8) Unfinished Business
 - a. Business Manager – Salary review (Tab E)
- 9) New Business/Information
 - a. Adjust District hours as needed to accommodate time for staff orientation on Voyager software, Wednesday, November 17.
 - b. Accept Lease Agreement with City of Moscow
 - c. Policy review
 - i. **Approve 3rd Reading (Personnel Policies) (Tab F)**
 - 5.0 Separation of Employment
 - 6.0 Dispute Resolution and Employee Grievance
 - 7.0 Working Conditions
 - ii. **Approve 3rd Reading (Administrative Policies) (Tab G)**
 - 4.10 Patron Complaints and/or Suggestions
 - 5.1 Operation Hours – Holidays – Closure
 - 6.1 Facility Policy and Agreements with Cities
 - iii. **2nd Reading (Personnel Policies) (Tab H)**
 - 8.1 Annual Leave
 - 8.2 Sick Leave
 - 8.3 Sick Leave Bank
 - 8.4 Administrative Leave
 - 8.5 Personal Leave
 - 8.6 Funeral Leave
 - 8.7 Jury Duty
 - 8.8 Military Leave
 - 8.9 Leave Without Pay
 - 8.10 Medical Benefits

- 8.11 Disability Insurance
- 8.12 Continuing Education
- 8.13 Mileage Reimbursement and Travel Guidelines
- 8.14 Idaho Library Association membership
- 8.15 Personal Purchasing of Materials
- 8.16 Personal Photocopying
- 8.17 Family Medical Leave Act (FMLA)
- 8.18 Equal Opportunity Employer
- 8.19 State Retirement (PERSI)

iv. **2nd Reading (Administrative Policies) (Tab I)**

- 2.5 Conduct code
- 2.6 Firearms (included in conduct code)
- 2.7 Internet Use Policy
- 2.8 Copiers, printers, fax machines (public use)
- 5.2 Programming Policy
- 5.3 Display Policy (including liability and appropriateness)
- 5.4 Schools
- 5.5 Public use of library space

v. **1st Reading (Administrative Policy)**

- 2.1 District provided e-mail account (Tab J)
- 2.2 Use of district computers (Tab K)
- 2.3 CIPA (Filtering) (Not ready)
- 2.4 USA PATRIOT Act (Not ready)

10) Executive session, if needed

11) Adjournment

Next meeting – November 16, 2004 in Deary