

**LIBRARY BOARD AGENDA**  
**September 21, 2004**  
**Troy Library (location change)**  
**5:30 p.m.**

- 1) Call to order
- 2) Public Comment
- 3) Approval of Minutes – August 17, 2004 minutes (Tab A)
- 4) Treasurer’s Report (Tab B)
- 5) Director’s Report
  - a. Narrative (Tab C)
  - b. Use & Program reports (Tab D)
- 6) Committee Reports
- 7) Presentation
  - a. Genesee Supervisor – Sharon Steiger
- 8) Unfinished Business
  - a. Update on automation project
- 9) New Business/Information
  - a. Review and approval of new insurance carrier (Tab E)
  - b. Policy review:
    - i. 1<sup>st</sup> Reading (Personnel Policies) (Tab F)
      1. 8.1 Annual Leave
      2. 8.2 Sick Leave
      3. 8.3 Sick Leave Bank
      4. 8.4 Administrative Leave
      5. 8.5 Personal Leave
      6. 8.6 Funeral Leave
      7. 8.7 Jury Duty
      8. 8.8 Military Leave
      9. 8.9 Leave Without Pay
      10. 8.10 Medical Benefits
      11. 8.11 Disability Insurance
      12. 8.12 Continuing Education
      13. 8.13 Mileage Reimbursement and Travel Guidelines
      14. 8.14 Idaho Library Association membership
      15. 8.15 Personal Purchasing of Materials
      16. 8.16 Personal Photocopying
      17. 8.17 Family Medical Leave Act (FMLA)
      18. 8.18 Equal Opportunity Employer
      19. 8.19 State Retirement (PERSI)
    - ii. 1<sup>st</sup> Reading (Administrative Policies) (Tab G)
      1. 2.5 Conduct code
      2. 2.6 Firearms (included in conduct code)
      3. 2.7 Internet Use Policy
      4. 2.8 Copiers, printers, fax machines (public use)
      5. 5.2 Programming Policy
      6. 5.3 Display Policy (including liability and appropriateness)
      7. 5.4 Schools
      8. 5.5 Public use of library space
    - iii. 2<sup>nd</sup> Reading (Personnel Policies) (Tab H)
      1. 5.0 Separation of Employment
      2. 6.0 Dispute Resolution and Employee Grievance
      3. 7.0 Working Conditions

- iv. 2<sup>nd</sup> Reading (Administrative Policies) (Tab I)
  - 1. 4.10 Patron Complaints and/or Suggestions
  - 2. 5.1 Operation Hours – Holidays – Closure
  - 3. 6.1 Facility Policy and Agreements with Cities
- c. Approve 3<sup>rd</sup> Reading Personnel Policies
  - 1. 1.0 Organization Chart (Tab J)
  - 2. 2.0 Basic Policies and Hiring (Definitions, Roles, Selection, Probation, Continued Employment, Conditions of Employment) (Tab K)
  - 3. 3.0 Salary and Compensation (Pay scale, pay day, scheduled hours, paid holidays) (Tab L)
  - 4. 4.0 Annual Evaluation (Tab M)
- d. Approve 3<sup>rd</sup> Reading Administrative Policies
  - 1. 1.0 Mission Statement (from Strategic Plan) (Tab Mc)
  - 2. 2.0 Library Bill of Rights (ALA Statement) (Tab N)  
The Freedom to Read (ALA Statement) (Tab O)  
Economic Barriers to Information Access (ALA Statement) (Tab P)  
Access to Library Resources and Services Regardless of gender or sexual orientation (ALA Statement) (Tab Q)
  - 3. 4.4 Confidentiality (Tab R)
  - 4.6 Interlibrary Loan (Tab S)
  - 4.7 Library Access (Tab T)
  - 4.8 Public Comments (Tab U)
  - 4.9 Patron Challenge to Books and Materials (includes form that must be completed) (Tab V)
- e. Review director position description (Tab W)
- f. Review business manager position description & act on salary revision (Tab XYZ)

10) Executive session, if needed

11) Adjournment

Next meeting – October 19, 2004 in Genesee