

# BRADFORD MEMORIAL LIBRARY

## Library Board Meeting Minutes of January 11<sup>th</sup>, 2016

Board Members Present: Mrs. Nancy Wagner, Mayor Vince Haines, Mr. Richard King, Mrs. Susan Holthaus, Mrs. Debbie Hill, and Mrs. Angie Deaver.

Others Present: Mr. Brian Gartland and Mrs. Kristi Jacobs.

### **I – CALL TO ORDER**

Mrs. Wagner called the meeting to order.

### **II – CONSENT AGENDA (MINUTES, BILLS, AND FINANCIAL STATEMENTS)**

The motion was made by Mr. King to approve the minutes, bills, and financial statements for December 2015. This was seconded by Mrs. Holthaus and passed unanimously.

### **III – DIRECTOR'S REPORT**

Mrs. Jacobs and Mrs. Tower made their presentation to the United Way where they requested \$9,500 for Outreach services. Mrs. Jacobs has since gotten an email letting her know that they will be receiving the full amount requested.

Patrons have started checking out the first selected book for the book club which will be meeting Tuesday, January 26<sup>th</sup>.

Mrs. Hunter has been making phone calls to confirm attendees to the next computer class which will be Wednesday, January 13<sup>th</sup>. There will be another one in February due to the excess of people wanting to sign up for this one. The plan is to offer more specific or more advanced classes in the future after getting a better idea of what patrons might be looking for.

Mrs. Jacobs and Ms. Leonard attended the Kidz Fest activities Saturday, January 9<sup>th</sup> on behalf of the library.

Memorial and gift numbers are listed on the director's report handout.

### **IV – COMMITTEE REPORTS**

*Friends of the Library:* Someone will report on behalf of the Friends at next month's meeting.

### **V – OLD BUSINESS**

*Sales Tax Application:* The time for receiving sales-tax allocations is here again. Mrs. Wagner said she would be willing to write a letter requesting a share for the library. The amount requested last year was \$150,000. The amount given was \$75,000. That meeting will be February 8<sup>th</sup> at 5:30. All agreed that \$150,000 should be requested again this year.

The question was asked as to whether the amount of handicapped parking places put into a parking lot depends on the size of the parking lot. Mayor Haines confirmed that it is and that three or four seems excessive for the size of the library's lot. It was agreed that having one or two too many would be better than having one or two too few. One of those spots could be painted over if it is decided that that many aren't actually being used.

The question was asked if the holiday hours worked well this year, being closed after Thanksgiving, if the Saturdays after Thanksgiving and Christmas were busy, etc... Mrs. Jacobs said she thought the Saturday after Thanksgiving was a slow day but the Saturday after Christmas was busy. That could have something to do with the longer school break around Christmas. The library now follows the city's schedule so the library did close on Christmas Eve day like the City, which was unexpected. Mrs. Wagner phoned the city and asked that the library be notified of any other new changes in the future so that the library can notify its patrons ahead of time. Maybe this notice could be posted in the newspapers also.

### **VI – NEW BUSINESS**

*Personnel Policy Update:* Mrs. Jacobs has been reviewing the city's Personnel Policy to further align the library's policies with theirs. She has finished a little over half of the policy and these pages were included with the board members' meeting handouts for board members to review. She said the library's policies are more basic than the city's so essentially she added the library's to the city's and changed the wording, such as city to library, city manager to director, and commission to board.

Mrs. Jacobs had a few questions for the board where the two policies might differ. The library is different in the fact that the materials on the shelf are not censored, so how would this translate into the policy under the harassment section. It was suggested that a statement be added to this section excluding materials purchased for the library's collection. It was also suggested that the details be more specific and less generalized to avoid lawsuits. Some disagreed under the thinking that any issues that arise can be figured out in more detail if need be by the legal team assigned to it. It was recommended that the wording include "by any other employee, any supervisor, and/or any board member" at the end of the Policy Statement, section 4.1. Mrs. Jacobs said that it is also stated in the patron's code of conduct that these behaviors will not be tolerated. Under the materials topic, what is on computer screens should probably be included, such as "both written and electronic resources". After a question was asked pertaining to inter-library dating relationships, Mrs. Jacobs said she does not believe it is prohibited but that it may be in one of the sections she has not reviewed yet.

The wording in several areas of the city's policy alludes to an employee contacting their supervisor, the director of human resources, or a board member. Mrs. Jacobs would like to add the "director of human resources" into the library's policy as a library employee's hierarchy does include this city official. The board agreed.

Up until now the library employees have not been subject to drug and alcohol testing. Under section five, the city can, but does not normally, do random testing. Testing is done at the director's discretion where there are signs of drug or alcohol abuse and is mandatory if there is an accident.

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Testing is always done on potential employees before being hired and a positive test would constitute ineligibility for hire. It was agreed by the majority that the library should adopt these city policies too.

Section six covers violence and weapons in the workplace. There is no “no guns” sign on the library’s front door. The law states that a patron’s right to carry can only be restricted if that establishment provides security for them. Open Carry can be prohibited but Concealed Carry cannot. Mrs. Jacobs said she will check with Mrs. Locke at the city for updated information on this area and to see if the regulations differ for employees versus the general public.

Someone asked if the city conducts an orientation for new employees. Mayor Haines said they do not. The new employee is given a copy of, and asked to read, the Personnel Policy then is asked to sign a form saying they have read, and do agree with, what it entails.

A few questions came up such as, what are these library board statutes about if the library employees are actually city employees? And should the library conform completely to the city’s policies only because the city provides payroll services to the library?

The library is trying to align its policies with the city’s to make things simpler and more straight forward. Not all policies need to be the same as the city’s policies. Because the city does provide payroll services, anything pertaining to pay and/or hours should be aligned with the city. For example, workmen’s compensation is provided through the city so drug testing after an accident while on the job should be conducted, whereas a drug test being done on all potential hires does not necessarily need to be adopted by the library.

For section 11.2, Holidays, it was suggested that wording should be added saying that the library will be closed the same days as the city. All agreed.

For section 11.7, Bereavement Leave, Mrs. Jacobs will change the wording from “up to three (3) working days, or 24 hours maximum” to “the equivalent of three (3) working days” as most of the library employees work less than eight hours per day.

For section 13, Fringe Benefits, Mrs. Jacobs took some of these out that the city provides but the library does not. She questions whether vision coverage could be offered to all library employees, not just full-time, considering the employee is solely responsible for the cost and would not cost the library or city. It was decided that the problem with that may come down to the question of eligibility for a part-time employee. It was suggested she talk to human resources.

The board agreed to remove section 13.13, Education Reimbursements, from the library’s policies. This topic can be reviewed again in the future, but as of now the costs of the remodeling project would not allow for this as an option. The library will continue to pay for an employee to attend a conference or have training that would benefit the library.

The library does not pay for advances but does pay for reimbursements of meals, minus alcoholic beverages, and mileage. Mrs. Jacobs would like to know if the board would like to add a specific dollar amount for meal reimbursements. For section 15, Travel and Expense Reimbursement, after some discussion, it was agreed that the library will reimbursements for meals, including tips, up to \$20 per meal per day with a receipt.

There are a couple of employees other than Mrs. Jacobs that are KLA members and the library pays for these annual memberships.

The library employees have the option of a discounted YMCA membership, with the library paying \$15 per month.

For section 17.5, Endorsement of Products, means that employees cannot promote, advertise, or sell personal business materials or items. All agreed that this would refer to the employee’s personal business, not so much the employee’s children’s fundraisers. The real question here is how this pertains to promoting a local author which the library would want to do. It was decided this could be helped with rewording the policy to include something like, “to the exclusion of authors and their materials and/or authorized library programming” or adding the distinction, “library employees only”.

For section 17.6, Smoking on Library Property, it states that the use of tobacco products is prohibited in any library building, there should also be no smoking on library property, city property, outside of the building.

It was suggested that section 17.3, Use of Official Badge, Uniform, and Credentials, be taken out. The library staff has name tags and some library themed shirts and has been told not to wear name tags or library shirts when out and partaking in alcohol.

### **VII - FURTHER DISCUSSION AND ADJOURNMENT**

There were no other further discussions and the meeting adjourned.

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Kristi Jacobs, Secretary