

Ella Johnson Memorial Public Library District
Special Meeting of the Board of Trustees
August 15, 2011 – 7:00 PM – Agenda

- I. Call to Order
- II. Changes/Corrections to the Agenda
- III. Questions/Comments from public or media
- IV. Consent Agenda - Approval of Personnel Manual Polices
 - a. At-Will Employment
 - b. Acceptable Use of Library Resources
 - c. ADA Compliance
 - d. ALA Code of Ethics
 - e. Attendance
 - f. Bereavement Leave
 - g. Bicycles, Scooters
 - h. Board Meeting Attendance
 - i. Conduct of Library Employees
 - j. Equal Employment Opportunity Compliance
 - k. Evaluations
 - l. Flex Time
 - m. Professional Memberships
 - n. Probation
 - o. Promotions
 - p. Qualifications for Employment
 - q. Review of Policies and Procedures
 - r. Separation from Employment – Involuntary
 - s. Separation from Employment – Voluntary
 - t. Smoking
 - u. Timesheets
 - v. Work Week and Scheduling
- V. Approval of Personnel Manual Polices
 - a. Accidents (5 minutes)
 - b. Appointments (5 minutes)
 - c. Children in the Workplace (5 minutes)
 - d. Cell Phones (5 minutes)
 - e. Dress Code (5 minutes)
 - f. Emergency Closings (5 minutes)
 - g. Jury Duty (5 minutes)
 - h. Grievances (5 minutes)
 - i. Overtime Compensation (5 minutes)
 - j. Payroll Deductions (5 minutes)
 - k. Progressive Discipline Policy (5 minutes)
 - l. Staff Development (5 minutes)
 - m. Staff Library Cards (5 minutes)
 - n. Sunday Rate of Pay (5 minutes)
 - o. Breaks (10 minutes)

- p. Sick Leave (10 minutes)
- q. Benefits (10 Minutes)
- r. Insurance (10 minutes)
- s. Maternity Leave (10 minutes)
- t. Personal Leave (10 minutes)
- u. Vacations (10 minutes)
- v. Holidays (30 minutes)