

Ella Johnson Memorial Public Library District
Regular Meeting of the Board of Trustees
November 28, 2011 – Immediately following Public Hearing – Agenda

- I. Call to Order
- II. Changes/Corrections to the Agenda
- III. Questions/Comments-Public/Media
- IV. Approval of Regular Minutes of October 24, 2011
- V. Approval of Special Meeting Minutes of November 8, 2011
- VI. Treasurer's Report
 - a. Approval of Bills
 - b. Accept Financial Audit
- VII. Director's Report
- VIII. President's Report
- IX. Unfinished Business
 - a. Transfer of unexpended funds from FY2010-2011 to special reserve
- X. New Business
 - a. Swearing in of new trustee
 - b. Adopt Tax Levy Ordinance 2011-11-01
 - c. Personnel Manual Policies
 - i. Overtime Pay
 - ii. Payroll
 - iii. Progressive Discipline
 - iv. Staff development
 - v. Staff Library Cards
 - vi. Sunday Rate of Pay
 - vii. Acceptable Use of Library Resources
 - viii. Appointment
 - ix. Attendance
 - x. Bodily Fluids and Blood Bourne Pathogens
 - xi. Breaks
 - xii. Chain of Command
 - xiii. Children in the Workplace
 - xiv. Dress Code
 - xv. Emergency Closings
 - xvi. Emergency Contact and Medical Information
 - xvii. Exit Interviews
 - xviii. Grievances
 - xix. Holidays
 - xx. Incidents

- xxi. Insurance Information
- xxii. Introduction to Policy Manual
- xxiii. Jury Duty
- xxiv. Probation
- xxv. Retirement
- xxvi. Review of Policy and Procedures
- xxvii. Separation from Employment – Involuntary
- xxviii. Separation from Employment – Voluntary
- xxix. Solicitation
- xxx. Time Sheets
- xxxi. Work Week and Scheduling
- xxxii. Accidents
- xxxiii. Cell Phones and Texting
- xxxiv. COBRA
- xxxv. Media and Press Inquires
- xxxvi. Personnel Records
- xxxvii. Petty Cash
- xxxviii. Verification of Employment
- xxxix. Application for Employment
 - xl. Benefits
 - xli. Credit Card
 - xlii. Drug Free Workplace
 - xliii. FMLA
 - xliv. Maternity/Family Leave
 - xl. IMRF
 - xlvi. Insurance
 - xlvii. Personal Leave
 - xlviii. Pre-Employment Background Check
 - xliv. Receipt of Policy Manual
 - I. Sick Leave
 - li. Vacations
 - lii. Workplace Harassment
 - liii. Military Leave
 - liv. Ethics
 - lv. Salary Administration

XI. Executive Session

XII. Action with respect to Executive Session

XIII. Open Discussion

XIV. Adjournment

The next Regular Board Meeting is at 7:30 p.m. on Tuesday December 20, 2011.