

Middlesex Library Board Meeting
September 5, 2024

Present-

Rebecca Parshall-President

Beth Garlock- librarian

Win Harper

Joylette Aaron

Dawn Kane

Vote on policies

-Patron Code of Conduct motion by Win Harper, second Joylette Aaron, approved by Rebecca, Win and Joylette, motion carries

-Conflict of Interest motion by Win Harper, second Joylette Aaron, approved by Rebecca, Win and Joylette, motion carries

-Internet Use Policy motion to approve by Win Harper second Joylette Aaron, approved by Rebecca, Win and Joylette, motion carries

-Library Materials motion to approve by Win Harper second Joylette Aaron, approved by Rebecca, Win and Joylette, motion carries

-Open Meeting Policy motion to approve by Win Harper second Joylette Aaron, approved by Rebecca, Win and Joylette, motion carries

-Public Comment Policy motion to approve by Joylette Aaron second by Win Harper, approved by Rebecca, Win and Joylette, motion carries

-Sexual Harassment Prevention Policy motion to approve by Joylette Aaron second by Win Harper, approved by Rebecca, Win and Joylette, motion carries

-Whistle Blower and Ethical Behavior Policy motion to approve by Win Harper second Joylette Aaron, approved by Rebecca, Win and Joylette, motion carries

Employment Identification Number (EIN)- ask Brian where that number is found

Need Disaster Relief Policy, Financial Control Policy and Personnel Policy, Public Usage of Library Space/Meeting Room Policy

-Win will get a copy of the form the town uses

-Erica is working on the introductory website

Need disclosure form for Conflict of Interest Policy

Personnel Policy- 5 personal days, must work 6 months for paid time off, each year reevaluate pay increase, 24 hour notice for time off, bereavement 3 paid days on scheduled work days, jury duty-released, FMLA- must work for at least 12 months, leave for birth, adoption, care of parent or child, must use personal time as part of FMLA time off, health insurance not offered, can be part of NYS retirement, closed for all Federal holidays, unsafe roads, natural disasters close library, post closure on website, performance evaluations annually for librarian, 6 months for part-time employees, training- work with library director, paid while they are present at library, state rate mileage for trainings, expenses covered by board, STLS will dictate library director

trainings, part-time handbook (Beth will find), 15 minute break after 3 hours, 30 minute lunch break when work 6 hours, no personal use of computer during work hours, dress code- business casual, disciplinary action- one verbal warning by library director for first offense, second offense written down, third offense may be further action, illegal behavior- dismissal, grievance - handled by library director, if need assistance send it to the board, sexual harassment video to be watched, refer to policy,

Public Use Space- during library hours- limited numbers
We do not offer use as public space at this time

Financial Controls Policy- Beth and Denise got through the finances, Beth gives Denise the receipts, balance out what goes in and comes out, report given to board monthly, Beth will speak with Brian

-Rebecca had to leave at 5:00

All policies will be put into one email so all can be signed and approved at same date by the board,

Beth will speak with Brian about our policies and what we need to do for registration. May need to have a meeting prior to the November 7 date

Books ordered printout from Denise, monthly expenditures and balance will be emailed monthly to board members

CORE VALUES of LIBRARIANSHIP

