

**MONROE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**WORK SESSION  
Wednesday, June 10, 2015  
5:45 p.m.  
Meeting Room 1B**

**AGENDA**

1. Call to Order –Valerie Merriam, President
2. Overview of Library Policies and Plans
3. Revisions to Personnel Policy
  - a. Section 2.01 Recruitment and Hiring (page 1)
  - b. Section 4.01 Personal Leave (page 2)
4. Revision to Behavioral Rules (page 3-4)
5. Public Comment
6. Adjournment

View the Board Packet on the Library's website:

<http://mcpl.info/library-trustees/meetings>

## Section 2: EMPLOYMENT POLICES

### 2.01 RECRUITMENT AND HIRING

When Monroe County Public Library has an employment vacancy, the position will be filled in a fair and equitable manner and in accordance with all applicable laws. The library Board of Trustees hires the director of the library. The Library Director is responsible for all other hiring, though responsibility is delegated as noted in the procedures.

It is the policy of MCPL to fill all positions with the best-qualified people whose skills and abilities best match the needs of the department. Generally, positions will be posted for application by internal and/or external candidates. However, as positions become available, the administration, at its discretion, will either directly promote or transfer a qualified internal employee of the Library or will open the position to internal and/or external candidates.

All posted positions will be ~~posted~~ published for at least seven days. A job notice will contain the title of the open position, a summary of duties and responsibilities, minimum education and experience, and the current pay range. Applicant materials will be taken until the position is filled. The closing date will be strictly enforced.

Job announcements for all union eligible posted positions in the Library shall be posted for a minimum of seven (7) working days.

If a position is vacated within three months after being filled, permission to select a candidate from the most recent pool of applicants for this position without re-posting the opening may be obtained at the discretion of the Library Director. For certain positions a recruitment list may be developed for use in hiring new employees over a period of six months.

A position shall be determined to be open and subject to the posting requirements of this Article under the following conditions:

- a. If the position is a vacant, budgeted position.
- b. ~~If the position is one for which qualified employee applicants might apply for reasons of promotion or transfer.~~ The administration has designated the position as open to internal and/or external candidates.

A current employee promoted to fill a position vacancy within the bargaining unit shall be subject to a three (3) month trial service period in such new position. In the event the employee does not successfully pass the orientation and training period as determined by the Library or at the employee's discretion, such employee shall be assigned to their former position and pay if such is available or to another position in their same classification for which the employee is qualified by reason of skill, ability and seniority.

## Section 4.01 Personal Leave

### MCPL Paid Time Off Benefit Schedule

#### PERSONAL Leave – HOURLY; Pay Grades A–G 1 - 7

Months Worked	20 hrs/wk		25 hrs/wk		30 hrs/wk		37.5 hrs/wk		Based On
	Hours Earned Per Month	CAP	Hours Earned Per Month	CAP	Hours Earned Per Month	CAP	Hours Earned Per Month	CAP	
1-47 (3.9 yrs)	4.67	84.00	5.83	105.00	7	126	8.75	157.50	14 days/yr
48-59 (4 yrs)	6.33	114.00	7.92	142.50	9.5	171	11.88	213.75	19 days/yr
60-71 (5 yrs)	6.67	120.00	8.33	150.00	10	180	12.50	225.00	20 days/yr
72-83 (6 yrs)	7.00	126.00	8.75	157.50	10.5	189	13.13	236.25	21 days/yr
84-95 (7 yrs)	7.33	132.00	9.17	165.00	11	198	13.75	247.50	22 days/yr
96-107 (8 yrs)	7.67	138.00	9.58	172.50	11.5	207	14.38	258.75	23 days/yr
> 108 (9yrs +)	8.00	144.00	10.00	180.00	12.0	216	15.00	270.00	24 days/yr

#### PERSONAL Leave – EXEMPT; Pay Grades H–I 8 – 11

Months Worked	20 hrs/wk		25 hrs/wk		30 hrs/wk		37.5 hrs/wk		Based On
	Hours Earned Per Month	CAP	Hours Earned Per Month	CAP	Hours Earned Per Month	CAP	Hours Earned Per Month	CAP	
After 1	8	144	10	180	12	216	15	270	24 days/yr

# Welcome to Monroe County Public Library!

## Visitor Expectations

As a visitor to the library, you can expect:

- Excellent service
- Respect for your privacy
- A welcoming environment

Please fill out a comment card about your experience at the library.

*Thank you for visiting Monroe County Public Library.*

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**The library is a place that belongs to everyone. We have established basic rules of courtesy so that our library facilities are pleasant places for all to visit.**

If your conduct or activities violate our rules, you will be asked to change your disruptive behavior. Failure to do so may result in the loss of library privileges, up to and including removal from the building and contacting police. The library defines "disruptive behavior" as any act that interferes with library service or with someone else's use of the library.

### **Disruptive behavior includes, but is not limited to:**

- Possession of alcohol, illegal substances, or a weapon (*except as permitted under Indiana Code 35-47-11.1*) on library property
- Abusive, threatening, or harassing behavior in any form
- Mutilation, defacement, or theft of library materials and equipment or the private property of staff or other visitors
- Selling, polling, soliciting, panhandling, or loitering on library property
- Intoxication or impairment
- Sexual behavior
- Sleeping in the library
- Strong odors that interfere with or disrupt others from using library spaces
- Use of audible sound devices that disrupt others' use of the library
- Use of furniture, library equipment and facilities in a manner for which they were not intended

### **Other rules for the comfort and safety of visitors and staff include, but are not limited to:**

- Children under the age of 7 may not be left unattended anywhere in the library.
- ~~Smoking or use of tobacco products is strictly prohibited in library buildings, in library vehicles, and on library grounds. The library is 100% tobacco free, both inside and out.~~
- The use of tobacco, tobacco products, and smoking related products\* is strictly prohibited in library buildings, in library vehicles, and on library property. The library is 100% tobacco free, both inside and out. \*Prohibited products include, but are not limited to, cigarettes, electronic cigarettes (ecigs), vaporizers, cigars and cigarillos, hookah smoked products, pipes, and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco (e.g. snus). Any product intended to mimic tobacco products or the smoking of any other substance is prohibited.
- Food is allowed in the library. Drink containers must have secure lids; leftover food and containers must be disposed of promptly and properly. The library has designated specific areas for food and drink.
- Use of library office equipment and/or telephones is not permitted. Courtesy phones for emergencies are available at the information desks at any facility.

- Only service animals or animals involved in library programs are allowed in the library. No unattended animals are allowed on library property.
- Visitors who wish to take photographs or videotape or use other recording devices must be authorized by the individuals involved or by the parents or guardians of minors.
- All briefcases, luggage, handbags, packages, overcoats and shopping bags *may be* inspected by library security staff at any time.
- All visitors must wear shoes and shirts while in the library.
- Visitors may not enter non-public areas unless accompanied by library staff.
- No roller blades, scooters, or skateboards may be used on library property.

*Approved by [Board of Trustees](#) October 18, 2006; Rev. June 15, 2011; Updated by the Board January 18, 2012.  
Presented to the Board for revision: June 17, 2015*