



**CITY OF NOVI LIBRARY BOARD
MINUTES, HUMAN RESOURCES MEETING
SEPTEMBER 30, 2009**

1. Call to Order and Roll Call

Library Board

Ramesh Verma, Vice President
Larry Czekaj, Board Member
Larry Kilgore, Board Member
David Margolis, Board Member

Absent and Excused

Laura M. Casey, President (6:40 p.m. arrival)
Willy Mena, Secretary (6:55 p.m. arrival)
Mark Sturing, Treasurer (6:50 p.m. arrival)

Library Staff

Julie Farkas, Director
Marcia Dominick, Administrative Assistant

The meeting was held at the Novi Public Library, 45245 W. Ten Mile Road, Novi, Michigan 48375, and was called to order by Ramesh Verma, Vice -President at 6:20 p.m.

2. Approval and Overview of Agenda

There was a motion to approve the September 30, 2009 Human Resources Meeting Agenda as presented.

1st – Larry Kilgore
2nd – Larry Czekaj

The motion was passed unanimously.

3. HR Committee – Employee Handbook

The following Novi Public Library Employee Handbook suggested Policy Changes and Adoptions effective January 1, 2010 are as follows:

- Changes and Amendments – New Policy – The Board reserves the right to change / amend the policy sections of the Handbook.
- Equal Opportunity – New Policy – The Novi Public Library is an Equal Opportunity Employer and Discrimination is prohibited.
- Orientation Period – New Policy – Establishes a 60 day orientation period for new hires and begins benefit eligibility at the end of the orientation period.
 - It was suggested that the policy be titled – Orientation/Probation Period
- Terms of Employment – New Policy – The Novi Public Library is an at-will employer.
- Volunteers – Policy Change – States policies with respect to volunteers.

- A new draft policy was provided for discussion. Changes were suggested to the new draft and will be provided to the Library Board for approval at the October 2009 Library Board meeting based on the suggestions.
- Work Schedule and Lunch Breaks – Policy Change – Correction of reference from 8 hours to 7 hours in part-time staff lunch/break policy.
 - A correction was noted with the elimination of the 6.0 hours worked with a 25 minute break and those working 5.5 hours will be entitled to a 10 minute break.
- Travel and Other Expense Reimbursement – New Policy – Sets expense reimbursement rules. Generally, prior approval required, or budget authority plus reasonableness for department heads.
 - It was suggested that the amount of \$50 per day for meal allowance be stated as up to...
 - The rate of mileage reimbursement should state: The reimbursement amount on the Mileage Reimbursement Request will be changed from time to time to match the deductible rate that is set by the Internal Revenue Service.
 - Include parking and tolls for staff reimbursement and include this on the form.
 - The Library does not reimburse staff for citations, or for accident or other damage that may occur to a vehicle while on Library business.
 - Added to the Policy – Wear and tear or damage to a vehicle is not the responsibility of the Library.
- Vacation Policy – Policy Change - Clarifies that Holidays that occur during a vacation are not charged against vacation time.
- Sick and Personal Days – Policy Change – The concept of “floating holidays” is eliminated and added to “personal leave” time. Part-time employee eligibility for paid sick leave increased from 15 to 20 hours per week.
 - Added to the Policy – “or for care of” immediate family...
 - Added to the Policy – “Paid sick leave time accrual begins on the date of hire but may not be taken until after the expiration of the Orientation/Probation Period.
 - An employee may use sick leave time for their own illness or injury, or to care for immediate family...
 - Determination must be made by January 15th as to placement of their unused sick time to their sick bank or be reimbursed at 50% its value.
 - Full time employees shall be allowed six (6) 7.5 hour personal leave days per calendar year, with 3 days being awarded each January 1 and July 1.
- Funeral / Bereavement Leave – Policy Change - Additional unpaid leave available at the discretion of the Director.
 - It was suggested that the employee be eligible on their date of hire.
- Social Security Number Policy – New Policy - New policy to adopt requirements of the Michigan Social Security Number Privacy Act.
- Dress Code – Policy Change – If violated, progressive discipline will apply.
- Code of Ethics and Conflicts of Interest – New Policy – Rules against bribes, kickbacks, doing business with the Library, etc.
- Solicitation and Distribution – New Policy – Employees are not to sell items at the Library, or to distribute “personal belief” materials.
- Political Activity and Conflicts of Interest – New Policy – Library employee must resign prior to accepting elected office at the City of Novi; Library employee must resign prior to accepting appointment to the Library Board.
- Reviews – New Policy – Establishes annual review procedures.
- Rules of Conduct – New Policy – Establishes rules of conduct.
- Personal Use of Office Equipment and Supplies – Policy Change – Allows Director to set pricing for copies, faxes, etc.

- Computers and Internet – New Policy – Detailed rules for use of computers, internet and e-mail.
- Drugs and Substance Abuse – New Policy – Testing for new hires required; random and “suspicion” test allowed; accident testing required.
- Discrimination and Workplace Harassment – New Policy – Sexual and workplace harassment prohibited.
- Open Door Policy – New Policy – Procedure for employees to air grievances and concerns.
- Disciplinary Action – New Policy – Progressive discipline policy.
- Statute of Limitations – New Policy – Sets 180 days “statute of limitations”.
- Arbitration – New Policy – Arbitration required to settle disputes.
- Telephone Calls / Cell Phones – Policy Change
 - Removal of the “\$10/month” and “\$20/month” statements and added “monthly at rates to be set by the Director from time to time”.
 - Employee’s Signature and Acceptance / Code of Ethics – New Policy
 - Signatures will be required upon receipt and acceptance of the Employee Handbook and verification read the Code of Ethics.

For future Library Board discussion – full time employees work an eight (8) hour work day/40 hours per week.

The Library Board is to email Larry Kilgore or Julie Farkas any suggestions to revisions/additions/deletions to the suggested new policies and the existing policies by Monday, October 5. The next Human Resources Committee Meeting will be held on Wednesday, October 7, 2009, 7 p.m. at the Library.

4. Communications – Library Talking Points

The Library Board was presented with sample Library Talking Points and some are listed below:

1. During the past 5 to 6 years of planning for the new library, the staff and administration, through sound fiscal responsibility, has been able to save \$300,000 - \$400,000 per year from existing operation revenues.
2. The Walker Fund was amended to allow the Walker Fund to be used for construction and operational purposes.
3. The new library has incorporated energy efficient heating and cooling equipment, lighting, walls and windows to reduce its energy bills.
4. The new library has incorporated equipment such as a book sorting system and RFID equipment, which will reduce the need for additional personnel to operate the new library.
5. Operating revenue surplus for the past 5 to 6 years plus the Walker Fund will provide in excess of \$3,500,000 of reserves and address any unknown or unexpected operation expenses in the new library and help weather the current economic downturn in southeast Michigan. These reserves equal more than 100% of the annual operating expenses of the library.
6. Although the new library will be more than double the existing square footage of the old library, due to the energy efficient design and equipment, the additional operating costs will not double just because the square footage has more than doubled.

A Board member gave accolades to the Building Authority for doing such a great job.

5. Building – Patio Access

The access to the new Library building patio from the Fuerst Park was discussed. A few reasons as to not allow access are as follows:

- Children on the patio, be it for story times or other, are not accessible to the public.
- There is not a discharge of materials location at this exit.
- Loss of materials.

The patio will be enclosed with a 4' decorative fence. On special occasions, the patio will be utilized for events and the Fuerst Park may be accessible. Special events will be held on the patio such as celebrations, programming, meetings, etc. Patrons will be able to enter the patio area and take materials out for their pleasure from the Library, but not exit the patio to the Fuerst Park. Patrons must return to the front entrance to check out materials and exit.

There are sidewalks that will direct visitors from the Fuerst Park to the front entrance of the Library. Also provided for convenience is a drive-up window.

It was suggested that the patio gate be a one-way turnstile entrance allowing patrons to enter, but not exit.

6. Public Comment

There was no public comment.

7. Adjourn

A motion was made to adjourn the September 30, 2009 Human Resources Committee Meeting at 9 p.m.

1st – Willy Mena
2nd – Ramesh Verma

The motion was passed unanimously.



Willy Mena, Secretary

October 21, 2009

Date