



Section 4 page 4 of 9

Current

Ideally, you should give your supervisor notice of absences and tardiness before your scheduled start time so appropriate coverage can be arranged. Each department has an established procedure you must follow when calling in.  
Absent...

Proposed:

Absent extenuating circumstances, employees must call in advance of their shift start time if they are going to be late or unable to report to work. Late notifications, late arrivals, early departures or other absences from the scheduled hours are disruptive to the department and must be avoided. All vacation and personnel leaves must be scheduled in advance.

Motion

Billie Sheppard moved and Barbara Bryant seconded to approve the proposed changes to the Absences and Tardiness section of the Employee handbook.

- All voted in favor of the motion.
- Presented the proposed changes to the Circulation Policy of the Operations Manual.

Changed the wording for the Check-out or Loan Periods for equipment to Roku & other technology equipment.

Added a section:

Three Out cards are available to all card holders who either owe more than \$10 or are unable to present ID and proof of residency at the time of the card application. Cards may be used to check out books. Parental permission is not required for juveniles wishing to secure a Three Out card but is required for all non-print items. (see Student cards).

Employee cards are available to anyone who works at Muncie Public Library. Card holders are responsible for all lost or damaged fees.

Teacher cards are available to anyone who teaches at a licensed school in the taxing district. Cards are not restricted and are good for 1 year.

Motion

Tim Heller moved and Billie Sheppard seconded to approve the proposed changes to the Circulation Policy of the Operations Manual.

- All voted in favor of the motion.

Motion

Tim Heller moved to approve the LSTA Grant contract and sign the Certificate of Resolution and Barbara Bryant seconded.

- All voted in favor of the motion.



**Treasurer's Report**

Claims:

- Claims were presented in the amount of \$337,898.73.

**Motion**

Marilyn Carey moved to approve the claims in the amount of \$337,898.73 and Tim Heller seconded.

- All voted in favor of approving the claims.

**House and Finance**

Tim Heller moved and Barbara Bryant seconded to approve the proposed changes to the Interest Earnings section of the Finance Policy.

**Motion**

- All voted in favor of the motion.

Current:

All interest shall be receipted to the operating fund, with the following exceptions. Interest will accrue directly to the following funds:

- 1) Gift Fund
- 2) LIRF Fund
- 3) Rainy Day Fund

Proposed:

All interest shall be receipted to the operating fund, with the following exceptions. Interest will accrue directly to the following funds:

- 1) Gift Fund
- 2) Non-reimbursable grants with initial amounts \$10,000 or higher

There was no report.

**Personnel Committee**

Director Nilles demonstrated the Sprint LivePro Projector the Library has purchased.

**Other Business**

Meeting adjourned.

**Signatures**

_____	_____
_____	_____
_____	_____
_____	_____



**Muncie Public Library  
Board of Trustees  
Minutes of May 15, 2015**

**Call to Order**

President Joanne Baierwalter called the meeting to order at 10:00 am.

**Roll Call**

Present: Joanne Baierwalter, Barbara Bryant, Marilyn Carey, Billie Sheppard, Tim Heller, Ginny Nilles and Beth Kroehler

Nancy Turner, emeritus

**Audience  
Comments**

Floor opened for comments. No action required.

**Minutes  
Motion**

Billie Sheppard moved and Tim Heller seconded to approve the minutes of the April meeting.

- All voted in favor of accepting the minutes of the April meeting.

**Director's  
Report**

Director Nilles:

- Stated that Rebecca Parker, Development and Newsletter Specialist was investigating having a Great Gatsby fund raising event and wanted to serve alcohol. Asked Board members to think about this for discussion at a later date.
- Described a new public catalog interface the Library is investigating.
- Has been working on updating evaluation forms.
- Presented the proposed change to the Performance Management section of the Employee Handbook. Noted the change was necessary because of the changes to evaluation forms.

Section 4 page 3 of 9

Current:

Success plans will be developed when an employee receives a two (2) or below on their appraisal. Every two (2) or less will result in ¼ of a percent (1/4) decrease in the across the board increase. In certain circumstances, a structured...

Proposed:

Success plans may be developed when an employee does not meet expectations. A structured, formal plan of action may be implemented to assist an employee in improving job specific performance and duties. The plan is developed by the immediate supervisor and their supervisor, in conjunction with the Director.

The plan will state areas that need improvement, explain expectations and actions needed to obtain 'meets expectations'. The plan will also specify consequences of continued performance problems and failure to meet expectations and goals including disciplinary actions up to and including immediate discharge.

**Motion**

Tim Heller moved and Marilyn Carey seconded to approve the proposed changes to the Performance Management section of the Employee Handbook.

- All voted in favor of the motion.
- Presented the proposed change to the Absences and Tardiness section of the Employee Handbook.