

**Town of Collins Public Library Board of Trustees – Policy Review Committee Meeting  
Minutes: Monday January 4, 2021 at 2 pm**

Via GoToMeeting: Present: Director Abbie Barten-McGowan, Trustees Helga Ciminesi, Barbara Ferro, Edith Schell

1. Called to order at 2 pm

2. Board Policies up for review:

A. Open Meeting Policy (new)

The Committee discussed the draft Abbie sent, and suggestions for changes were made.

B. B&ECPL Personnel Policies and Procedures Manual

NA = policies that apply specifically to Central or Buffalo City Branches, or that we have our own policies for.

I Introduction	7 Promotions
	8 Demotions
II Civil Service	9 Reassignments within Title and Grade
1 Introduction of Civil Service Administration (Informational)	10 Resignations
2 Civil Service Examinations (Informational)	11 Reinstatement to County Service after Resignation
3 Time Off for Civil Service Examinations	12 Hiring Persons with Disabilities (55-a)
4 Disciplinary Action Under Section 75	
III Management, Labor and Unions	V Hours of Work and Break Periods
1 Union Membership	1 Recording and Reporting Time
2 Allocation of New Titles to Bargaining Units	2 Hours of Work
3 Management Rights	3 Break Periods
4 Seniority	4 Lunch Periods
5 Shift Preference	5 Reporting Absence
6 Transfer Requests	6 Tardiness
7 Progressive Discipline - Union Employees	7 Medical/Dental Appointments
8 Grievance Procedures/Arbitration	8 Overtime
	(NA) <del>9 Telecommuting Policy</del>
	10 Nursing Mothers in the Workplace
	(NA) <del>11 Variable Work Schedules</del>
IV Appointments and Employment	12 Emergency Closings
1 Personnel Files	13 Daylight Savings Time
(NA) <del>2 Building Access &amp; Employee Identification Cards</del>	
3 Probationary Periods	VI Pay Periods, Wages and Salary
4 Employee Performance Evaluations	1 Pay Periods/Paydays
5 Part-time Employment in Library Service	2 Salary Plan
6 Dual Employment in Library Service	3 Salary Rules
	4 Salary Increments

- 5 Call-in Pay
- 6 Shift Differential
- 7 Temporary Assignments
- 8 Out-of-Title Work

VII Types of Leave

- 1 Family and Medical Leave Act (FMLA)
- 2 Sick Leave
- 3 Leave of Absence Without Pay (LWOP)
- 4 Extended Sick Leave With Pay
- 5 Leave Without Pay (LWOP) Due to Extended Illness
- 6 Maternity & Pregnancy Disability Leave
- 7 Vacation
- 8 Holidays
- 9 Personal Leave
- 10 Bereavement Leave
- 11 Jury Duty Leave
- 12 Military Leave
- 13 Military Spouse Leave Law
- 14 Leave for Cancer Screening
- 15 Other Types of Leave
- 16 Paid Leave Balances
- 17 State of Emergency/Quarantine Leave Policy

VIII Working Conditions and Employee Wellness

- 1 Equal Employment Opportunity & Anti- Harassment Policy
- 2 Sexual Harassment Prevention Policy
- 3 Reasonable Accommodation

- 4 Bullying Policy
- 5 Workplace Violence
- 6 Health-Related Programs & Services
- 7 Smoking Policy
- 8 Drug & Alcohol Free Workplace
- 9 Firearms & Weapons in Libraries
- (NA) ~~10 Whistleblower Policy~~
- (NA) ~~11 Conflict of Interest Policy~~
- (NA) ~~12 Ethics Policy~~
- 13 Political Activity
- 14 Protective Measures to Reduce Risk of Exposure to COVID-19

IX Insurance and Retirement Benefits

- 1 Employee Health and Dental Insurance Plans
- 2 New York State Employees' Retirement System
- 3 Workers' Compensation
- 4 Unemployment Insurance

X Miscellaneous

- 1 Computer, Communications, & Related Technology
- 2 Telephones in the Workplace
- 3 Work Related Travel, Continuing Education, and Library Business
- 4 Driver's Licenses
- 5 Motor Vehicles
- 6 Requests for Employment Verifications & References
- 7 Children in the Workplace

The committee recommends adopting the Personnel Policies and Procedures Manual from the Buffalo & Erie County Public Library System, for those items not marked NA.

3. Adjourned at 2:18 pm.

Respectfully Submitted, Abigail Barten-McGowan, Director