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.

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

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