

LIBRARY POLICY MANUAL

COATESVILLE – CLAY TOWNSHIP PUBLIC LIBRARY

Approved August 9, 2022

I. General Library Objectives

- A. To assemble, preserve and administer an organized collection of books and related educational and recreational materials in order to promote, through guidance and stimulation, the communication of ideas, a more informed citizenry and enriched personal ideas.
- B. To be aware of the needs of the community and meet those needs as effectively as possible through new programs and appropriate materials.
- C. To keep informed regarding the latest and most effective sources of professional library services and methods in order that they may be incorporated into the Coatesville-Clay Township Public Library (hereafter referred to as Library) whenever it is deemed practical and more efficient to do so.
- D. It is the policy of the Library to provide an environment free from discrimination, including sexual harassment and sexual assault. The Library does not discriminate against eligible persons on the basis of age, race, sex, creed, color, religion, sexual orientation, veteran's status, or ADA-protected disabilities in access to the Library Facility and its programs and services.

II. Services of the Library

A. Hours:

- 1. Monday 10:00 a.m. to 7:00 p.m.
Tuesday 10:00 a.m. to 7:00 p.m.
Wednesday 1:00 p.m. to 7:00 p.m.
Thursday 1:00 p.m. to 7:00 p.m.
Friday 1:00 p.m. to 7:00 p.m.
Saturday 10:00 a.m. to 5:00 p.m.
 - 2. Closed Sundays and designated holidays (see Section VII E)
 - 3. At any time the Library is to be closed other than by force of nature or facility failure, a notice shall be posted on the front door at least one week prior to this closing.
- B. The Library will serve all residents and property owners of Coatesville and Clay Township who make proper application for such service. Non-residents may use the Library upon payment of a predetermined amount (updated yearly by the State of Indiana) due annually, except all teachers in the Mill Creek School System are eligible for a free Library card. Denial of Library services may be declared by the Library Director for just causes, such as defamation of books or property, failure to pay fines or disorderly conduct within the Library environs.
 - C. Persons displaying materials in an exhibit on Library property are required to sign the Coatesville Public Library liability release form.

- D. The Library's meeting room may be used by adult residents of Coatesville and Clay Township for civic, cultural or educational meetings whenever such meetings do not interfere with normal Library activities. Meeting room use is \$125 daily with a \$100 deposit. The deposit shall apply toward the use or refundable after a satisfactory inspection. Each individual or group must be responsible for setting up and returning the room to its original condition. All requests for use of the room shall be made by applying to the Library Director. Any request that does not align with the above intended use shall be approved by the Board of Trustees before permission is granted. The group or individual using the room must assume the responsibility for any property damage beyond the \$100 deposit .

III. Parliamentary Guide

Section 1. The Library Board of Trustees (hereafter referred to as Board) shall meet monthly. The Board shall set the meeting days for the year at the first annual meeting. The February meeting shall be the annual meeting, per IC 36-12-2-23.

Section 2. The full Board and its officers constitute The Board of Finance and shall meet annually in January, after the first Monday and on or before the last day of January, to review finances and depositories, per IC 5-13-7-5 et seq.

Section 3. Regular, special and executive session meetings will be publicized and conducted in accordance with the Open Door Law of Indiana (IC 5-14-1.5).

Section 4. Special meetings may be called by the President, or upon written request of two (2) members, for the transaction of business as stated in the call, per IC 36-12-2-23. Notice stating the time and place of any special meeting and the purpose for which called shall be given each member of the Board at least 2 days in advance of such meeting and to the local media 48 hours in advance, excluding holidays and weekends, per IC 5-14-1.5-5

Section 5. A quorum for the transaction of business shall consist of a simple majority, which is equal to 50% of the seats established by law plus one, regardless of any current vacancies on the Library Board.

Section 6. Order of business shall be:

- Call to order
- Reading, revision as necessary, and approval of previous monthly minutes
- Old business from previous meeting(s)
- New business, including any topics or concerns by served patrons
- Any other topics related to the effective operation of the Library
- Reading and approval of financial report
- Signed approval of bills and expenditures
- Adjournment

Section 7. Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the Board.

Section 8. Served patrons may have topics or concerns that may wish to be shared with the Board. A written request needs to be submitted to the Library Director one week in advance of the monthly Board meeting.

IV. Board of Trustees

- A. In accordance with the IC 36-12, since we are a Class 1 library, there will be seven members on the official Board of Trustees. Three members are to be appointed by the School Board; two by the Hendricks County Commissioners; and two by the Hendricks County Council. The term of office is for four years, and Board members may succeed themselves for an additional three consecutive terms. Once a consecutive four-term succession is complete, the designated appointee will search for a new member. If no new candidate comes forward, the designated appointee may reinstate the current member.
- B. Officers of the Board are to be the President, Vice President, Secretary and Treasurer, to be elected at the February meeting for a period of one year.
- C. Meetings are to be held on the second Tuesday of each month at 5:30 p.m. unless that is an official holiday, in which case the meeting will be held as a called meeting. All Board members and the Library Director or designee are expected to be present. Special Meetings may be called by the President whenever he/she feels that it is necessary in order to expedite library business. All members are to be notified of such meetings of the Board of Trustees. The president of the Board of Trustees will see that the Sunshine Law is observed.
- D. Specific duties of the Board of Trustees:
 - 1. Attend meetings regularly.
 - 2. Be familiar with the purposes and duties of a public library board.
 - 3. Determine Library policy in line with the general objectives stated in the opening section of this manual, and review policy at regular intervals.
 - 4. Prepare the budget and obtain required funds.
 - 5. Be responsible for proper maintenance of building and grounds.
 - 6. Study and support the advancement of libraries and cooperate with the community to promote Library usage.
 - 7. Hold an annual meeting for budget, salary, personnel, and policy review.
 - 8. All checks are to be signed by the Treasurer. The treasurer is pre-authorized to pay regular salary and service bills. All other expenditures require Board approval.
 - 9. Be loyal to the staff of the library and professional in public discussion of internal library affairs.
 - 10. The Board assumes the responsibility of assessing the appropriateness of gifts offered to the library for display, decoration or preservation.
 - 11. The duties of the officers shall be such as by custom and law (IC 36-12-2-11).
 - 12. The Board shall be responsible for oversight and annual performance review of the Library Director but shall NOT be involved in the daily operations of the library.
- E. Vacancies
 - 1. Vacancies in Board positions shall be filled by associated governing body approval (see section A)

2. Any officer may be removed by the Board at any regular or special meeting by a majority vote of the entire membership of the Board.

F. Conflicts of Interest/Ethics

1. Board members, in the capacity of trust imposed upon them, shall observe ethical standards with absolute truth, integrity and honor.
2. Board members shall promote a high level of service while observing ethical standards
3. Board members shall avoid situations in which personal interests might be served or financial benefits gained at the expense of Library users, colleagues or the institution.
4. Board members will not use the Library for personal advantage or the personal advantage of friends or relatives.
5. Board members will declare any conflict of interest between their personal life and their position on the Library Board and avoid voting on issues that appear to be a conflict of interest. It is incumbent upon any Board member to disqualify or recuse himself/herself from voting immediately whenever the appearance of a conflict of interest exists.
6. If the possibility of a long-term conflict of interest exists, the Board member shall complete the Uniform Conflict of Interest Disclosure Form annually.

V. Duties of the Library Director

- A. Select and purchase the number and type of collection materials which best meet the needs and desires of the community.
- B. Ensure that expenditures for books and materials are within budget limitations and pro-rated on a semi-annual basis.
- C. See that necessary office supplies within the budget appropriation are purchased.
- D. Attend regular Board meetings and present a written and statistical report of all pertinent library activities at each meeting, including press releases. Attend special Board meetings as requested.
- E. Attend local District meetings.
- F. Function as the administrative head of the library, including making recommendations of staff salaries, personnel reviews, and other related matters for all staff membe
- G. Establish a working schedule of all employees and keep an accurate time sheet for their hours.
- H. Collect and record fines and fees for non-residents.
- I. Cull the Library collection based on usage or relevancy.
- J. Interpret and implement the rules and policies of the Board.
- K. Secure adequate publicity for Library activities.

L. Keep a permanent record of gifts and bequests.

M. Be discreet in public discussions of internal Library affairs.

VI. Personnel Policies

A. Definition of employee status:

1. Library Director - 35 hour week.
2. Library Assistant - hired to assist Library Director
3. Staff – all others in the Library’s employ, inclusive of Library Assistants

B. Pay Scales:

1. Library Director - salary determined annually by the Board.
2. Library Assistants and Staff - hourly determined annually by the Board.

C. Hiring and Dismissal

1. Board is responsible for Library Director recruiting, hiring, reviewing performance, and termination.
2. Library Director is responsible for the recruiting, review, and management of library staff.
3. Board is responsible for approving all other staff positions as recommended by the Library Director.

D. Work Schedules

1. It is the responsibility of the Library Director to meet the needs of the Library and to have written work schedules prepared and time sheets kept up to date for all employees.
2. Library Director may take two personal business days per year.

E. Holidays

1. The library shall be closed for the following recognized holidays:

Martin Luther King, Jr. Day	Columbus Day
Presidents Day	Veterans Day
Good Friday	Thanksgiving Thursday
Memorial Day	Thanksgiving Friday
Juneteenth	Christmas Eve Day
Independence Day	Christmas Day + December 26
Labor Day	New Year’s Eve + New Year’s Day

2. In the case of an employee who has completed a regularly scheduled work period, there will be no compensatory time off when the Library has shortened hours.

F. Vacations – Library Director

1. 2 work weeks after 1 years’ service,
2. After one year’s service, vacation will be allotted at the beginning of the calendar year.

G. Sick Leave (applies only to Library Director) -- 5 days per year.

- H. Leave of Absence -- Requests are to be made in writing and granted without pay only upon approval of the Library Director and at the discretion of the Board.
- I. Death in Family -- leave may be taken as follows:
 - 1. Spouse, Domestic partner or child: 5 days
 - 2. Mother, father, or sibling of employee or employee's spouse or domestic partner: 3 days
 - 3. Paid absence applies only to salaried employees.
- J. Emergency Closings -- In the best interests of patrons and staff, the Library Director shall determine whether severe weather warrants closing the Library. In the event of a declared "snow emergency", the Library shall close and shall remain closed until after the emergency is lifted. If possible, a sign should be posted on the entry door, Library website, and social media regarding the closing and procedures for extension of due dates.
- K. All travel and related expenses must be authorized by the Library Director. Employees traveling in their own vehicles on official Library business may be reimbursed for mileage at the rate currently approved by the State of Indiana. Parking fees, tolls and other travel expenses will be reimbursed at actual cost. Claims for mileage on appropriate mileage form, tolls and parking fees must be presented accompanied by appropriate receipts and are payable upon approval at the next regular meeting of the Board. Mileage will only be paid to the operator of the vehicle. Carpooling or public transportation is encouraged whenever possible.

VII. Recruiting and Employment Process

A. Scope

This policy shall be followed for all Library position openings.

B. Purpose

The purpose of this policy is to:

- o Ensure that the Library attracts, identifies, and hires the most qualified applicant for the job.
- o Ensure that the Library complies with all federal and state laws regarding hiring practices.
- o Ensure that appropriate funding levels are identified and approved for each position.
- o Ensure that confidentiality is maintained in the employment process.

C. Employment Policy

- a. **Equal Employment Opportunity:** It is the policy of the Library to provide an environment free from discrimination, including sexual harassment and sexual assault. The library does not discriminate against eligible persons from employment anyone on the basis of age, race, sex, creed, color, religion, sexual orientation, veteran's status, or ADA-protected disabilities
- b. **Employment of Relatives:** The library permits the employment of one or more relatives. However, staff shall not initiate or participate in decisions involving a direct benefit to members of their immediate families or persons with whom they cohabit. Immediate family for purposes of this policy shall mean spouse, domestic partner, children, siblings, parents, current sexual partners, in-laws, cohabitants or grandparents. The Library Director shall not

be a family member of any Board member nor shall the Board influence in any way the hiring, evaluation, or termination of a staff member that is a family member of a Board member.

c. **Search, Selection, and Hiring Processes**

- i. Job announcements shall contain a brief description of the position and may include benefit information relating to the position. Announcements must alert applicants of minimum qualifications and any required pre-placement physicals, drug screening, background checks, required licenses and/or certifications.
- ii. The duration and scope of advertising shall follow Board direction. Advertising of open positions typically includes posting, various print media advertising and electronic media advertising, including the library web site.
- iii. **Library Director**
 1. For the position of Library Director, the Board shall form a search committee consisting of three Board members with one of those members appointed as chairperson.
 2. The selection process shall normally consist of review of formal applications for employment and an in-person interview of the most qualified applicants by the search committee. This process may also include initial telephone screenings/interviews, appropriate skills testing, and presentations.
 3. The search committee shall be responsible for completing a minimum of two reference checks from previous employers before making a recommendation for hire, and attempt to verify such information as current salary, degrees, certifications, employment dates and titles.
 4. The search committee shall be responsible for recommendation of qualified candidates to the full Board for review and final approval. Upon approval, the search committee chair will formally offer employment per board determined compensation decisions.
- iv. **Library Assistants and Staff Positions:** All staff positions will be filled through a selection process managed by the Library Director and approved by the Board.

VIII. Library Treasurer

Duties of Library Treasurer will be consistent with the requirements of the Indiana State Board of Accounts. Treasurer will be responsible for timely keeping and maintaining of all records, receipts, deposits, and investments; and for the timely issuing of warrants approved by the Library Board of Trustees. A portion of these duties may be assigned to the Deputy Treasurer with the approval of the Library Board of Trustees. It is the duty of the Treasurer to inform the Librarian and the Library Board of Trustees of financial conditions and fund balances.

IX. Revision of Library Policy Manual

- A. This policy is to be reviewed by the Board, as stated in Section IV-D-7, and record of such review is to be made in the Secretary's minutes of the Board.
- B. This policy may be amended at any regular meeting of the Board with a quorum present, by majority vote of the entire Board, providing the amendment was read and discussed at a regular Board meeting and all members have been notified of the proposed change(s).

Revised August 9, 2022 by

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Kathy E. Glabe
Treasurer

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Member

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