

Agenda
White Pine Library Cooperative

Board Meeting

April 27, 2016
White Pine Library Cooperative Headquarters
12:00 pm

Call to order

Introductions

Approval of agenda

Treasurer's Report

Approval of minutes

Director's Report

Old Business

Report on RLC applications

New Business

Associate members and ILL
Budget discussion
Plan of Service, revision
Delivery charges
Withdrawal of the DeWitt District Library
Policy draft -- see next 11 pages

Other:

Public comments and announcements

Next meeting date

August 24, 2016 at 12:00

Suggested changes are in red.

B. Associate Library Members

Associate membership shall be open to any public library that does not qualify for full membership, and to any non-public library provided:

1. The library submits a written request, approved by the governing authority, for associate membership in the Cooperative; and
2. The Cooperative Board approves the request for membership;
3. Pays an annual membership fee, at a rate determined by the Cooperative Board;
4. Maintains a minimum local support, based on the preceding 3-year average;
5. Employs a librarian and meets minimum state requirements for staffing, as applicable;*
6. Participates in the development of Cooperative plans;
7. Loans materials or copies to other libraries in the Cooperative;*

Associate members are entitled to attend Advisory Council meetings; they shall be allowed to vote in all matters except those concerning Public Act 89 finances.

Associate members are eligible to use services offered to Full Members at rates set by the Board or negotiated by the Director. For a fee schedule of selected services, please refer to Appendix B.

*Applicable to associate member joining after October 1, 2009.

C. Membership Withdrawal

The Board of a public library that wishes to withdraw from membership in the Cooperative must adopt a resolution to do so and file duplicate copies of that resolution with the Cooperative Board and the Library of Michigan at least six months prior to the end of the Cooperative's fiscal year. That library's membership in the Cooperative will terminate at the end of the Cooperative's fiscal year, provided that the library has satisfactorily filled all obligations to the Cooperative.

If the Cooperative Board wishes to end its membership agreement with a public library, it must adopt a resolution to do so and file duplicate copies of that resolution with the local library and the Board of the Library of Michigan at least six months prior to the end of the Cooperative's fiscal year. That library's membership in the Cooperative will terminate at the end of the Cooperative's

fiscal year, provided that the Cooperative has satisfactorily filled all obligations to the local library.

At the end of the above six-month period, the local library or the Cooperative may terminate its agreement provided that all fiscal obligations to the local library/libraries and the Cooperative have been satisfactorily fulfilled. Fees are due and payable for the year in which termination takes place and will not be returned.

Associate libraries may withdraw at any time, and must adopt a governing board resolution to do so. There will be no refund of dues. A withdrawing library's membership in the Cooperative will terminate immediately, provided that the library has satisfactorily filled all obligations to the Cooperative.

Policies for review:

Items in red are suggested additions.

Mileage reimbursement policy

Mileage reimbursement rate shall be that of the federal rate per mile.

Records Retention Schedule

This is governed by State law.1933 PA and General schedule #17 – Michigan Public Libraries

Accounts Receivable Policies

WHITE PINE LIBRARY COOPERATIVE
PERSONNEL POLICY AND PROCEDURE MANUAL

DRAFT for 2015/16

Revised September 8, 2010

INTRODUCTION

1. The White Pine Library Cooperative

1.1 Member Libraries

The White Pine Library Cooperative is an organization of public libraries in an eleven-county area including Arenac, Bay, Clare, Gladwin, Huron, Iosco, ~~Midland~~, Isabella, Ogemaw, Saginaw, Sanilac, and Tuscola Counties.

1.2 Board of Directors and Board Meetings

The Cooperative is governed by a nine-member board representative of its member libraries plus ~~two~~ **one** representatives from associate members. The board meets **up to** 12 times per year, usually at the Headquarters of the Cooperative. Dates and locations are set at the annual meeting in October. A simple majority (5 members present) constitutes a quorum.

1.3 Legislative Authority and Funding

The Cooperative is a political subdivision of the State of Michigan formed under the authority of PA 89, 1977. Funding for the Cooperative is derived primarily from State Aid and membership fees from participating libraries. Some services are funded by additional fees.

1.4 Services

Services shall be provided by the Cooperative in compliance with the Plan of Service adopted by the Board of Directors and endorsed by a majority of the participating agencies.

1.5 Nature of Employment

The information in this manual is general and is not intended as a definitive summary of all personnel policies and practices. Personnel policies and practices may be changed whenever it is deemed necessary by the Board. These personnel policies and practices may not be modified in any way unless those modifications are made in writing by the Director as authorized by the Board.

1.6 Functions of the White Pine Library Cooperative

The White Pine Library Cooperative, as an employer, reserves and retains all of its inherent and customary rights, powers, functions and authority of management to control and manage the operations of the Cooperative and its judgment in these respects shall not be subject to challenge. Among the rights reserved by the Cooperative are the right:

- to determine all matters pertaining to the services to be furnished; the methods, procedures, means, equipment and machines required to provide such services; the number of personnel required; and the nature, number and location of facilities and departments to be operated;
- to hire, promote, assign, transfer, suspend, and terminate employment;
- to direct and control operations;
- to maintain order and efficiency;
- to study and use improved methods or equipment;
- to carry out in all respects the ordinary and customary functions of the Cooperative as provided by law.

2. EMPLOYMENT PRACTICES

2.1 Equal Employment Opportunity

The White Pine Library Cooperative has a commitment to the policy that there shall be no discrimination on the basis of race, color, religion, national origin, marital status, age, sex, sexual orientation, handicap, or physical characteristics such as height or weight, or any other reason prohibited by applicable laws in all aspects of employment. All personnel policies will be established and administered in light of this commitment.

Americans with Disabilities Act Compliance Policy

The White Pine Library Cooperative affirms its support of equal access for persons with disabilities and the Americans with Disabilities Act. The Cooperative seeks to make its services, facilities, and programs as accessible as possible to visitors and attendees, including those who have disabilities and those with service animals.

People who wish to request accommodation or make a complaint about accessibility at the Cooperative have access to a three step procedure.

Step One: Requests for accommodation and/or complaints about accessibility can be presented in person, by mail, email, or over the phone. These should be addressed to the Cooperative Director who then makes every attempt to provide accommodation and/or resolve the issue without further recourse to this procedure.

Step Two: If resolution is not achieved by Step One, a complaint can be presented in writing on the following form. Assistance in completing this form is provided as needed. Completed forms are reviewed by the Director; a formal response is made to the complainant within ten working days of the date of original submission of the form. The formal response can be a telephone call, followed by a letter confirming the telephone discussion, or directly by letter. The Director will make every attempt to resolve the issue through this means.

Step Three: If resolution is not achieved by Step Two, the concerned individual can request that the complaint be presented to the Cooperative Board. The Director will place the matter on the agenda so that the concerned individual can present his or her concern at the next regularly scheduled Board meeting. The decision of the Board is final. If resolution still is not achieved, the concerned individual may wish to pursue other courses of action as described in the American with Disabilities Act and related regulations.

Accessibility Concerns Form

PLEASE DESCRIBE THE NATURE OF THE PROBLEM YOU HAVE ENCOUNTERED:

PLEASE DESCRIBE WHAT WE COULD DO TO PROVIDE BETTER ACCESS:

NAME _____

SIGNATURE _____

ADDRESS _____

PHONE _____ DATE _____

Please see the attached policy and procedure to find out how we will address your concern.

Send completed form to:

White Pine Library Cooperative Director

3210 Davenport Ave

Saginaw, MI 48602

2.1A

Social Security Numbers

Federal tax regulations require the White Pine Library Cooperative to collect a SSN from every employee. Failure to provide an SSN will result in termination of the offer of employment. The SSN will become part of the permanent record of employment.

A SSN will be collected as needed for contractual employees such as honoraria for speakers. It will not be required on an application form. SSN information will remain confidential; and it is legally protected. It will not be shared with any outside agency except as required by federal law.

The SSN will be maintained in a secure file available only to those employees who need to use it for Cooperative business. It will be provided to the federal and state government as part of the annual W2 tax reporting process.

2.11 Policy Against Harassment

All employees have the right to work in an environment free from intimidation and harassment, including freedom from sexual harassment. The Cooperative prohibits harassment of its employees in any form. Such conduct may result in disciplinary action up to and including dismissal. Specifically, no supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's submission to or rejection of sexual advances will in any way influence any personnel decision regarding that employee's condition of employment or career development.

Other harassing conduct in the work place, whether physical or verbal, (based on the above listed categories) committed by supervisors or non-supervisory personnel, is also prohibited. If you feel you are being harassed by another employee, whether or not a supervisor, you must report such conduct to the Director of the White Pine Library Cooperative. If this is not appropriate, employees must seek the assistance of the Chairperson of the White Pine Library Cooperative Board of Directors.

Where investigation confirms the allegations, appropriate corrective action will be taken.

2.11a Safety in the Workplace

All employees have the right to work in a safe environment, free from threats of violence, verbal or non-verbal, threatening or assaultive behavior, that could or does, cause a reasonable person to feel terrorized, frightened, intimidated, harassed, or molested, or that could place the health and safety of coworkers and visitors at unnecessary risk.

Violations of the Policy

Because of the seriousness of violent behaviors and the extremely negative impact they have on the workplace, violations of this policy will be grounds for severe disciplinary action up to, and including, dismissal.

2.12 Drug-Free Workplace

The White Pine Library Cooperative has established a Drug-Free Workplace policy in response to requirements of the federal Drug-Free Workplace Act of 1988 for federal grant recipients.

(Drug-Free Workplace Act of 1988, dol.gov/elaws/asp/drugfree/screen4.htm)

It is the intention of the Cooperative to maintain a drug-free workplace for its employees. ~~The Cooperative will inform employees about the dangers of workplace drug abuse.~~ Conscientious efforts to seek help through counseling, rehabilitation, or similar programs will not jeopardize any employee's job and will not be noted in a personnel record.

It is prohibited for employees to unlawfully manufacture, distribute, dispense, possess, or use a controlled substance on the Cooperative premises or while conducting library business off library premises. Any criminal conviction for drug related activity in the workplace must be reported to the Director no later than five days after conviction.

The Cooperative will notify the federal contacting or granting agency from which federal assistance is received, of any criminal convictions of employees for illegal drug activity in the workplace. This notice must be provided within ten days after receiving notice of such a conviction.

The Cooperative will impose disciplinary action within 30 days after the date of any notification of conviction. An employee who is convicted for illegal drug activity may be subject to discipline up to and including dismissal, and may be required to seek professional help and/or to participate in an alcohol and/or drug abuse program as a condition of further employment. In addition, because of the potential for abuse of these substances, unauthorized possession, use, sale, or delivery of controlled substances, on or off library premises while conducting library business may subject the employee to discipline up to and including dismissal.

Professional and Career Development

In an effort to encourage professional development and career growth, the bureau will reimburse employees for the cost of part or all of college tuition or pay registration fees for conferences, seminars and specialized training subject to the following conditions and the availability of funds.

Requirements

The following requirements apply to both tuition reimbursement and attendance at conferences, seminars or other specialized training programs.

The employee must have attained at least six (6) months of satisfactory service with the Cooperative in his/her classification (see exception noted below).

The program must be job related to the extent that the Cooperative, as well as the employee, could reasonably expect some benefit from the employee's participation. It is incumbent upon the employee to demonstrate how the course and/or training benefit the Cooperative.

Requests for tuition reimbursement or training must be submitted in writing, and be accompanied by a valid registration form and/or seminar brochure.

The employee's immediate supervisor and Director must approve all requests

Exception: If specific training is essential or required in order for an employee to perform his/her assigned duties, such training may be approved prior to the completion of six (6) months service.

Training, Conferences, Seminars

The following additional conditions apply to training programs, conferences, seminars, and the like:

The Cooperative will pay up to 100 percent of the registration and program fee.

Upon request, the employee will submit proof of attendance or satisfactory completion of the program.

Administrative leave will be granted for approved programs that necessitate absence during normal working hours.

The Cooperative will make payment directly to the organization sponsoring the program.

Requests for pre-payment of a program must be submitted not less than one week prior to the start of the program or enrollment deadline, whichever occurs first.

Completed applications must be received by the Director not later than one week prior to any registration deadline established for the program.

Payment by Member Libraries

Invoice Terms

All invoice payments are due at the Cooperative thirty (30) days from invoice date. A member library shall notify the Cooperative Director immediately if payment will not be made by the due date.

Invoice Disputes

A member library which disagrees with an invoice or an item on it shall contact the Cooperative Business Office immediately; who will determine if an error has been made on the invoice or if the library's concern is otherwise legitimate. If the library disagrees with that determination, the matter may be taken to the Director of the Cooperative. If needed the issue can be taken to the Board for mediation. The Cooperative Board's decision is final.

5.1.3 Unpaid Invoices

When an invoice payment is sixty-one (61) days overdue, a late fee of 1% of the total due on the invoice will be charged for each month it is overdue. Invoice payments five months overdue will be brought to the Cooperative Board's attention by the Cooperative Director with a recommendation of appropriate action which shall be related to the unpaid invoice and the service on which it was based.

If the invoice is a “Pass Through” charge, all future orders for “Pass Through” items will not be honored until the invoice is paid. If the invoice and corresponding interest charges are five months overdue, services related to the charge may be discontinued or otherwise adjusted to acknowledge non-receipt of the payment. Such invoices will be brought to the Cooperative Board’s attention by the Cooperative Director with a recommendation of appropriate action which shall be related to the unpaid invoice and the service on which it was based.

5.1.4 Waiver of Penalty

A library which is unable to pay an invoice for legitimate reasons may bring these to the Cooperative Director’s attention. The Cooperative Director may decide not to add the interest charges or to recommend adjusting services. Libraries which have appealed a charge to the Cooperative Board will not be penalized pending the results of the Board’s decision. If the Board finds the charge to be legitimate, the library will pay the original invoice and all accrued interest within thirty (30) days.

Returned Checks

The Cooperative may charge the Maker of any check deposited, and subsequently returned by Cooperative’s bank as unpaid, a fee of \$20.00 and any additional banking charges will be assessed. This invoice shall be due and payable upon receipt.

External and Internal Financial Controls

Approval and Oversight Functions

The White Pine Library Cooperative Board handles or delegates these functions to ensure public funds are being managed according to rules, regulations, and Cooperative Board actions.

Financial Reports

Review of financial reports shall take place at each regular Cooperative Board meeting. Cooperative Board members shall have an opportunity to comment on the reports.

Purchases

The Cooperative Director (or designee) is authorized to make all purchases. Prior approval of the Cooperative Board is required for the purchase of individual items where the cost per item is \$10,000 or more.

Fund Balance

Purpose and Scope

The purpose of this policy is to establish a framework for the Fund Balance, to improve the Cooperative's financial stability by maintaining appropriate reserves to withstand economic downturns, state aid reductions, emergencies, natural disasters, and operating cash flow needs.

Policy Guidelines

1. A fund balance of not less than \$175,000 as of September 30 annually will be maintained.