



Agenda
Board of Trustees meeting
Thursday, June 27, 2019– 4:00 p.m.
Perkins Room 201

Call to Order

Public Comment

Approval of May 16, 2019 Trustee Meeting Minutes - [Action Item](#)

Financial Reports

- Treasurer's Report – Kacy Simonsen
- Financial Reports – [Action Item](#)

New Business

- Bid for Nutanix Upgrade - [Action Item](#)
- Bid for Red Carpet Van – [Action Item](#)
- Personnel Policies Final Approval – [Action Item](#)

Executive Session

Trustee Advocacy Stories

Adjournment

Next Meeting

July 18, 2019 4:00 pm
Menninger Room 206

Board Budget Work Sessions'

- Session #2 Wednesday, July 10, Noon – 3:00 pm
Anton Room 202

*Subject to change without notice



Minutes
Board of Trustees Meeting
May 16, 2019
Menninger Room 206

Board Members Present

Liz Post (chair), Beth Dobler (secretary), Jim Edwards (vice chair), Kacy Simonsen (treasurer), David Monical, Kristen O'Shea, Kerry Onstott Storey, and Shawn Leisinger via telephone

Board Members Absent

Jennifer Miller
Julie Swift

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, May 16, 2019 in the Menninger Room 206 of the Main Building, 1515 SW 10th Avenue, was called to order at 4:00 PM by Chair Liz Post.

Public Comment

There was no one signed in for public comment. The public comment session was closed.

Approval of Minutes

On a motion by Jim Edwards, seconded by David Monical, the May 16, 2019 Board of Trustees minutes were approved. Motion carried.

Chief Financial Officer

There were no additions to Chief Financial Officer Kim Torrey's report. There were no questions for Torrey.

Approval of the Treasurer's Report

Board Treasurer Kacy Simonsen reported that she reviewed the financial reports and reviewed and approved the bank reconciliations. On a motion by Kacy Simonsen, seconded by Kerry Onstott Storey, the Treasurer's Financial Report was accepted. Motion carried.

The Library Foundation Report

Foundation Chair Marilyn Ward reported the new espresso machine for the Millennium Café has been installed. Preview of the Claire's Courtyard brick campaign is tentatively scheduled for June 15. The preview will take place prior to the ribbon cutting. Ward provided a listing of the 4" x 8" and 8" x 8" assigned brick placement.

Work continues on the donor lists for the new Interactive Donor Recognition Wall that will be installed in the rotunda this summer. Executive Director Nancy Lindberg and Development Professional Janel DeLeye are currently working on a donor pledge schedule. There were no questions for Ward.

Friends of the Library Report

Vice President John Conlee reported the Friends of the Library are currently scheduled to meet with a representative from Purple Wave Auction. It is an online auction that exclusively serves government entities.

Communications & Marketing has been exploring ideas of how adverting banners could be repurposed. An idea of having the banners on the library's front exterior made into totes and sold in the Chandler Booktique. The Friends board member Cathy Minarik was interested in the challenge. She sews and determined that one banner would make six totes.

Communications & Marketing offered to make tags with a picture and description of the event or program of the banner to accompany the totes. Totes will be available in the Booktique soon.

The Friends board met for a retreat on Tuesday, May 14 to discuss, share ideas, and create a strategic plan that will increase members and contributions. There were no questions for Conlee.

Board Chair Report

Chair Liz Post reported the Executive Committee met on Monday, May 6, 2019 at 4:00 pm to review the agenda for the May board meeting. Minutes from the April board meeting were reviewed.

The Executive Committee discussed a bid for audit services, bid for Communico, events management software, and personnel policies 38 -46. The Executive Committee suggested Human Resources Director Jesse Maddox provide a complete executive summary of policy changes by the June board meeting.

Discussion followed with no further questions.

Chief Executive Officer

Chief Executive Officer Gina Millsap provided an update on the Community Broadband Project (CBP). Currently the Broadband Project is awaiting the City of Topeka's and Shawnee County's response to recommendations provided by the CBP. These recommendations suggested making changes to policies and procedures that would assist companies who have an interest in investing in broadband development in Topeka and Shawnee County. Further details are provided in the Chief Executive Officer's report.

Discussion followed with no further questions.

Chief of Staff

Chief of Staff Thad Hartman provided an update on the three major projects: Circulation Plaza, Claire's Courtyard, and roof replacement. The installation of flooring in the Circulation Plaza has been completed.

On Monday, May 20th, the general contractor will begin laying the tile for the medallion flooring in the rotunda. This will require that the main set of doors to the library be closed. Access will be provided via the east and west entrances to accommodate our customers.

The bricks from the Library Foundation's Brick Campaign have been installed in Claire's Courtyard amphitheater. In addition to the amphitheater a great deal of progress has been made to the patio and sunroom. Due to the amount of rain, completion date will be the end of July.

Work continues on the roof and completion date has been scheduled for the end of June. Further details are provided in the Chief of Staff report. There were no questions for Hartman.

Hartman introduced Staff Development Coordinator Kristin Kelly. Kelly presented the new staff training program and course catalogue. It includes training materials such as new hire/transfer form, new employee orientation & onboarding checklists, new employee orientation welcome packet/new hire survey, and new employee welcome video. The new employee welcome video can be viewed at the TSCPL website at <https://tscpl.org/welcome>.

4:39 PM Shawn Leisinger phoned in.

Discussion followed with no further questions.

New Business

Funding request to The Library Foundation for Red Carpet Cargo Van

On a motion by David Monical, seconded by Jim Edwards, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, recognizes the immediate need for a new service delivery vehicle for Red Carpet Services.

Therefore, the Board of Trustees requests that The Library Foundation provide funding not to exceed \$60,000. Pursuant to K.S.A. 10-1112, no obligations will be incurred for the project until sufficient funds have been raised or made available and designated for the purpose of purchasing the vehicle.

Discussion followed. Motion passed unanimously.

Communico Software License Purchase

On a motion by Kristen O’Shea, seconded by Kerry Onstott Storey, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$26,990 by Communico for the purchase of the following modules: Communico Base, Attend, Reserve, Broadcast, and Engage. This price includes the \$5,000 implementation fee and training costs of \$1,990. This expenditure is a sole source purchase and shall be paid from the General Fund, Digital Services Support line item.

Discussion followed. Motion passed unanimously.

Personnel Policies

On a motion by Beth Dobler, seconded by Kacy Simonsen, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, tentatively approves personnel policies 38 – 46 subject to receipt of the full policy manual.

Discussion followed. Motion passed unanimously.

Executive Session

On a motion by Kacy Simonsen, seconded by Kerry Onstott Storey, it was resolved that the Topeka and Shawnee County Public Library Board of Trustees will recess the regular meeting to enter into Executive Session at 5:01 PM for a time not-to-exceed 30 minutes to discuss legal matters with the Library’s attorney. No action will be taken.

On a motion by David Monical, seconded by Beth Dobler it was resolved that the Topeka and Shawnee County Public Library Board of Trustees to extend Executive Session at 5:31 PM for a time not to exceed 10 minutes to discuss legal matters with the Library’s attorney. No action will be taken.

Trustee Advocacy Stories

None

Adjournment

On a motion by Kristen O’Shea, seconded by Jim Edwards, the meeting was adjourned at 5:36 PM. Motion passed unanimously.

Beth Dobler, Secretary_____

Date _____



Resolution – Bid for Nutanix Upgrade

BOARD OF TRUSTEES

June 27, 2019

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$33,978.74 by CDW Government LLC, Vernon Hills, Illinois for the purchase of hardware, software, accessories, and licensing needed for the upgrade to the Library's Nutanix hyper converged system.

This expenditure is included in the approved FY2019 budget and shall be paid from the General Fund, Digital Services Support budget line item.

Background Information:

The Library is running out of data storage space and needs to upgrade its current system with Nutanix hyper converged storage and hardware nodes. Nutanix is a company that provides their hardware to secondary vendors for their proprietary hyper converged system, which is utilized as the primary infrastructure for the Library's virtual server equipment. This system was implemented in 2017 through a partnership with CDW Government.

The bid for this project includes all Nutanix hardware, software, accessories, and licensing required for the upgrade to the Library's Nutanix system. The bid price also includes a Nutanix 2 year maintenance extension.

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued May 29, 2019.

Bids were received at a public meeting at 2:00 pm, June 13, 2019. There was only one bidder. Bid summary is attached.

There are other vendors that sell Nutanix hardware, however Nutanix has offered its product for sale through CDW Government at a discounted price which is not available to vendors. This discounted pricing makes it difficult for other companies to place competitive bids.

Staff recommendation:

TSCPL staff recommends approving the bid of \$33,978.74 by CDW Government LLC for the purchase of an upgrade to the storage and hardware nodes in the Nutanix

hyper converged system. The recommended bidder has agreed to complete the project within 10 to 14 calendar days from the date of the contract award.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

**Topeka Shawnee County Public Library
1515 SW 10th Avenue
Topeka, KS 66604-1304**

Nutanix Upgrade

**Bid Tabulation Form
June 13, 2019, 2:00 p.m. CDT**

Company	Location	Notes	Calendar Days to Deliver upon Award	Hardware	Software/Licensing	Accessories (cables, etc.)	Maintenance - 2 years	Total Bid
CDW Government LLC	Vernon Hills, IL	Emailed bid received 6/12/19 @ 4:33 pm	10 to 14	\$ 17,515.67	\$ 8,407.07	\$ 338.00	\$ 7,718.00	\$ 33,978.74

Note: Only one bid received.



Resolution – Bid for Red Carpet Van

BOARD OF TRUSTEES

June 27, 2019

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$34,729 by Laird Noller Ford, Inc., Topeka, Kansas for the purchase of a Red Carpet Services cargo van with liftgate. The price includes a base bid of \$33,741 for the van/liftgate and added options which total \$988. This purchase shall be paid from The Library Foundation funds specifically identified and available for this purpose in accordance with K.S.A. 10-1112.

Policy and Background Information:

Red Carpet Services delivers library materials to 50 retirement centers, assisted living, long term care facilities, meal sites, and 80 individual homes on a two-week rotation. We provide access to the library for people who have difficulty visiting the building or bookmobiles due to physical limitations. The service began in the 1970's with the goal of helping older adults remain connected to reading and the library even when they could not visit the main building. Not only has it been a lifeline to older adults and their families, it has become a model service for other libraries throughout the U.S. In 2018, the Red Carpet Services circulated 109,320 items providing a personalized library experience to over 1200 customers.

In 2006, we purchased an Extra Low Floor bookmobile (ELF) equipped with book shelves and two book carts with the goal of encouraging older adults in our largest retirement centers to visit the vehicle so that they would have access to a wider selection of books. Staff also continued to take book carts into the centers, providing what we now call a pop-up library. They also continued to deliver materials to customers' rooms.

The ELF was somewhat successful as a delivery service, but most Red Carpet customers preferred to select from the book carts brought into the center or to make requests rather than leave their facilities to visit the ELF. Additionally, many of the centers are in neighborhoods or have limited parking, which has made it difficult to park the ELF in a convenient location for customers.

In February 2019, the ELF experienced a rear axle break making it undriveable. The vendor no longer supports ELF and the cost to repair the axle is approximately \$8,800-\$10,000. Due to the age of the vehicle, the wear and tear of driving, and the potential of having the front axle break in the near future, staff believes replacing the vehicle with a commercial cargo van equipped with a lift or ramp and book carts is the best strategy for maintaining service quality and levels.

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued March 29, 2019.

Bids were received at a public meeting at 1:30 pm, April 15th. There was only one bidder, who also attended the public meeting. The Ford cargo van contract vendor for the State of Kansas was contacted by the TSCPL Chief Financial Officer after the public meeting to obtain a quote for the specified van. The base bid quote from the state contract vendor was \$1,914 higher than the bid received from Laird Noller Ford.

Staff recommendation:

TSCPL staff recommends approving the lowest bid of \$34,729 by Laird Noller Ford, Inc. for the purchase of a Red Carpet Services cargo van with liftgate and specified options. The recommended bidder has agreed to deliver the vehicle 90 to 120 calendar days from the date of the contract award.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Topeka Shawnee County Public Library
1515 SW 10th Avenue
Topeka, KS 66604-1304

Cargo Van

Bid Tabulation Form
April 15, 2019, 1:30 p.m. CDT

Company	Location	Notes	Calendar Days to Deliver upon Award	Van Bid	Lift Bid	Total Bid
Laird Noller Ford, Inc.	Topeka, KS	Hand-delivered bid & present at the bid opening	90 to 120	\$ 28,139.00	\$ 5,602.00	\$ 33,741.00

Note: Only one bid received.



Resolution – Personnel Policies

BOARD OF TRUSTEES

June 27, 2019

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves personnel policies as presented.

Policy and Background Information:

Over the course of 2019 Human Resources Director Jesse Maddox has brought personnel policies to the TSCPL Board of Trustees for review and approval. The personnel policies approved by the TSCPL Board of Trustees are the beginning and basis of guidelines, procedures and practices to be developed and implemented by the library administration.

Policy Changes of Note:

- The Probationary Period policy has been eliminated. The Library is an at-will employer and no formal probationary period is necessary.
- Reimbursement for Expenses policy has been removed. It will be moved to Finance policies.
- Vacation Policy:
 - ◆ Removed the tie to pay grades so leave is based on years of service.
 - ◆ Increased the number of days that can be earned for each category by three days. The amounts that can be accrued for each category are:
 - Staff who have been employed less than five years changes from 12 days to 15 days.
 - Staff who have been employed at least 5 years and less than 10 years changes from 17 days to 20 days.
 - Staff who have been employed at least 10 years or more changes from 22 days to 25 days.
- Funeral Leave: Changed the number of paid days from four to five.
- Military Leave: Policy rewritten and 15 days of paid military leave added for eligible employees.
- Time Off to Vote: Policy Added.
- Employee Reprimand and Rules and Regulations policies: Eliminated and replaced them with a Progressive Discipline Policy.
- Alcohol and Drug policies: Individual policies combined into one policy.

Attachments to this sheet are:

1. The complete list of personnel policies

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



**Topeka & Shawnee County Public Library
Personnel Policy Review and Approval**

2019 Personnel Policies for Board Review and Approval

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2019 Personnel Policies for Board Review and Approval

1. At-Will

Employment at TSCPL is at-will. This means that employees are free to quit at any time, for any reason, just as TSCPL is free to terminate your employment at any time, for any reason, with or without notice and with or without cause.

Nothing in this Handbook constitutes a contract or promise of continued employment.

2019 Personnel Policies for Board Review and Approval

2. Equal Opportunity

It is the policy of the Topeka & Shawnee County Public Library (TSCPL) to provide fair and equal employment opportunity to all qualified applicants and employees, and to not discriminate based on any class protected by applicable ordinances or laws. This policy applies to all terms and conditions of employment.

2019 Personnel Policies for Board Review and Approval

3. Employment Policy

Any offer of initial employment or for a job change within the Library is conditioned upon a successful examination that an applicant or employee is capable of performing the physical responsibilities of the position offered.

Specific guidelines regulating the Employment Policy will be established by the Library Administration.

2019 Personnel Policies for Board Review and Approval

4. Promotion and Transfer from Within

TSCPL provides internal promotion opportunities for qualified personnel from within based on demonstrated ability and desire to assume new responsibilities. TSCPL reserves the right to fill certain positions without posting.

2019 Personnel Policies for Board Review and Approval

5. Rehire of Former Employees

Employees who terminate employment and are later re-employed are rehired as new employees no matter how short or long the period of time between termination and rehire.

2019 Personnel Policies for Board Review and Approval

6. Supervision of Relatives

Employment of close relatives is prohibited where one relative will supervise the other.

If two employees become related while working for the library, and if one of them is in a position of supervision over the other, only one of the employees will be allowed to keep their current position. The other will either have to transfer to another position in a different department or leave TSCPL.

Under this policy, the term “close relative” encompasses spouses, live-in partners, domestic partners, parents, children, grandchildren, siblings, in-laws, cousins, aunts and uncles. This policy covers biological, marriage, step, adoptive and foster relationships.

2019 Personnel Policies for Board Review and Approval

7. Job Date

Your job date is your original date of hire or the date of your most recent change in position. Leave without pay in excess of thirty days will result in a new job date based on total leave time without pay.

2019 Personnel Policies for Board Review and Approval

8. Rest Break

One fifteen-minute rest break is allowed, but not guaranteed, for each four hours of work. Rest breaks are provided as work allows. Rest breaks cannot be used to shorten the workday or expand the meal break.

An employee may not leave the Library premises during a rest break unless permission to do so has been received from the employee's immediate supervisor.

2019 Personnel Policies for Board Review and Approval

9. Meal Break

Meal breaks are unpaid and cannot be used to shorten the workday.

2019 Personnel Policies for Board Review and Approval

10. Vacation Leave

Vacation eligibility is computed on the basis of twelve months of continuous employment. Regular full-time and regular part-time employees are entitled to paid vacation time based upon their length of service.

Years of Service	FT Hours Earned Per Year	Amount Earned Per Hour Paid
Less than 5 years	120 (15 days)	0.0577
5 years and less than 10 years	160 (20 days)	0.0770
10 years and over	200 (25 days)	0.0962

It is against Library policy for an employee to receive a cash payment in lieu of vacation time. Earned vacation time, in excess of a one year accrual, must be taken before December 31 of each calendar year or it will be forfeited, unless the vacation was postponed at the request of and for the benefit of the Library.

2019 Personnel Policies for Board Review and Approval

11. Holidays

The Library will observe the following holidays:

New Year's Day	Veterans Day
Martin Luther King, Jr. Birthday	Thanksgiving Day
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	New Year's Eve Day

Regular full-time and part-time employees are paid for these holidays. When a holiday falls on an employee's regular day off, the employee is entitled to:

full-time	8.0 hours holiday leave
four-fifths time	6.4 hours holiday leave
three-fifths time	4.8 hours holiday leave
half-time	4.0 hours holiday leave

2019 Personnel Policies for Board Review and Approval

12. Sick Leave

Paid sick leave taken will be subtracted from the employee's total accumulated (unused) paid sick leave eligibility. Unused paid sick leave can be accumulated up to a maximum of 240 days.

Termination cancels the employee's sick-leave eligibility. This benefit terminates upon separation from employment with the Library, and no cash settlement is made, except to retirees, as a result of accumulated sick leave time. Retiring employees will be compensated for 1% of accrued sick leave per year of employment up to twenty-five years. The rate of compensation will be based on the hourly rate of the employee at the time of retirement.

Under no condition will an employee be granted permission to draw on future, unearned sick leave benefits.

Falsification of medical or insurance reports to obtain benefits (including paid or unpaid sick leave benefits) is theft from the Library, and will subject the employee to disciplinary action up to and including termination of employment.

2019 Personnel Policies for Board Review and Approval

13. Family Medical Leave Act

The Library administers Family and Medical Leave in accordance with all applicable ordinances and laws.

2019 Personnel Policies for Board Review and Approval

14. Leave Without Pay

Leave without pay is granted only under very compelling circumstances and only after all available paid leave has been used by the employee.

This additional leave is without pay and must be approved in advance by the immediate supervisor, Human Resources Director and the CEO. An employee requesting an unpaid leave should make a request in writing far enough in advance to allow sufficient time to process the request.

The employee is responsible for all insurance premium payments for coverage in which enrolled during the unpaid leave period. Failure to make timely premium payments could result in forfeiture of insurance coverage.

Leave without pay in excess of 30 days will result in a new job date based on total leave time without pay.

2019 Personnel Policies for Board Review and Approval

15. Funeral Leave

In the event of the death of an immediate family member, full-time regular and part-time regular employees are eligible to take up to five days of funeral leave with pay. Immediate family members include:

- Parents, spouse, children, siblings, including grand, step, and in-law (for example stepfather, brother-in-law, grandparent)
- Live-in partners or domestic partners

One day of funeral leave will be allowed in the event of the death of other members of the family.

With the approval of the employee's immediate supervisor, additional time off may be approved and paid by using available vacation or holiday leave.

2019 Personnel Policies for Board Review and Approval

16. Military Leave

A regular full-time or regular part-time employee who enlists or is drafted into the armed forces of the United States, including reservists and members of the national guard who are activated to military duty, shall be granted military leave without pay.

Any employee on military leave, as mentioned above, who notifies of a return to work within 90 days after receiving discharge from the military service under honorable conditions, or from hospitalization, will be restored to the position they would have held if continuously employed, as long as the employee meets the requirements of the position.

A regular full-time or regular part-time employee who is a member of a reserve or national guard component of the military service of the United States will be granted a maximum of 15 working days of military leave with pay for required military duty within each 12-month period beginning October 1 and ending September 30 of the following year.

Required military duty means any period of active duty or full-time national guard duty, or any other appropriate duty status as determined by the Library, that is required of the employee.

Required military duty in excess of 15 working days within the 12 month period will be charged to military leave without pay or, at the employee's request, to appropriate accrued leave.

Employees are required to provide a copy of official military orders for any call to required or active duty.

When returning from periods of required military duty employees must report to work as follows:

- For a leave of 30 or fewer days, the employee must report back to work on the first regularly scheduled workday after completing military service, allowing for travel time.
- For a leave of 31 to 180 days, the employee must request reinstatement within 14 days after military service ends.
- For a leave of 181 days or more, the employee must request reinstatement within 90 days after military service ends.

When on military leave without pay, an employee will not earn sick, vacation or holiday leave.

2019 Personnel Policies for Board Review and Approval

17. Time Off to Vote

If an employee's work schedule and the location of their polling place will make it difficult for them to get to the polls before they close, they are entitled to take up to two hours off work, at the beginning or end of their shift, to vote.

2019 Personnel Policies for Board Review and Approval

18. Jury Duty Leave

All employees are allowed unpaid leave if summoned to appear in court as a witness.

To qualify for jury or witness duty, submit a copy of the summons to the employee's supervisor upon receipt. Proof of attendance must be submitted to the employee's supervisor when the employee's period of jury or witness duty is completed.

- Hours spent on jury duty that occur during an employee's normal work hours at the Library will be compensated.
- For regular full-time employees, a full workday on jury duty is considered for pay purposes as eight hours.

2019 Personnel Policies for Board Review and Approval

19. Educational Leave

Regular full-time and regular part-time employees may be granted time off with pay to attend approved classes, conferences, seminars, training programs, or workshops as determined by the Library administration. Educational leave time is considered as hours worked when computing overtime premium pay.

2019 Personnel Policies for Board Review and Approval

20. Health Insurance

A comprehensive benefits package will be provided by the Library.

TSCPL reserves the right to change, amend, or terminate Insurance and Retirement Benefits or to require increased employee premium contributions toward any benefits. This reserved right may be exercised in the Library's discretion and in absence of financial necessity. In the event that the description in this handbook is different than that contained in the master contract or plan document, the master contract/plan documents shall govern.

Group Health Care Benefits for Qualified Retirees

Qualified retirees may elect to continue to participate in the Topeka & Shawnee County Public Library (TSCPL) group health care benefit plan (Plan).

A qualified retiree is a person who on or after January 1, 2017:

- a. has been employed by TSCPL and eligible for Plan benefits in the aggregate of not less than ten years,
- b. is receiving benefits or disability payments under the Kansas Public Employees Retirement System (KPERs) for service with TSCPL,
- c. retires or has retired from TSCPL, and
- d. has given the Human Resources Department written notice of his or her application to continue receiving Plan coverage for the qualified retiree who is not yet age 65 and his or her dependent(s).

A qualified retiree is responsible for payment of all premiums and administrative costs of the Plan as established annually by the Library administration.

Participation under the TSCPL Plan shall cease upon:

- a. the qualified retiree attaining age 65,
- b. the qualified retiree failing to make required premium and administrative cost payments on a timely basis, or
- c. the qualified retiree becoming covered or eligible to be covered under a group health care benefit plan of another employer.

The Library administration shall adopt such rules and guidelines as it deems necessary to implement this Policy.

In its sole discretion and in the absence of financial necessity, the TSCPL Board of Trustees reserves the right to change, amend or terminate this Policy at any time.

2019 Personnel Policies for Board Review and Approval

21. Retirement

TSCPL participates in the Kansas Public Employees Retirement System (KPERS).

Membership

Membership in KPERS is mandatory for all employees in covered positions.

2019 Personnel Policies for Board Review and Approval

22. Use of Library Vehicles

Only authorized individuals may use Library vehicles, and they may do so only while conducting Library business. Library vehicles may not be driven home at night.

Proper safety and security measures are essential when using Library vehicles. Employees are solely liable for any moving violation and fines, which result from any infractions. Failure to abide by the following rules when operating Library vehicles can result in suspension or termination.

1. Obey Standard Operating Procedures for vehicle operation.
2. In case of an accident or damage to either personal property or the vehicle, notify your supervisor and the Finance Office immediately, no matter how minor the damage.
3. An employee must have and maintain a valid driver's license with an insurable driving record, which is acceptable to the Library's insurance carrier.
4. All local, state and federal ordinances, regulations and laws must be obeyed at all times.
5. Each employee must report any incident that changes the category of an employee's driver's license or insurability immediately to the employee's supervisor and Human Resources.
6. Library vehicles may not be operated under the influence of drugs or alcohol or other impairment.
7. Use of cell phones or other electronic devices is prohibited while operating a vehicle.
8. Some Library positions require a valid commercial driver's license (CDL) to operate the vehicles necessary for the job functions of the position. Employees in those positions are responsible to attain and maintain a valid CDL.
 - a. If an employee does not have a CDL upon hire or upon their position requiring one, the library will pay for the cost of the initial CDL. Employees are responsible for payment of renewals thereafter.

2019 Personnel Policies for Board Review and Approval

23. Use of Personal Vehicles

Personal vehicles are to be used for Library business only when Library vehicles are not available. The following conditions apply:

1. Allowable expenses are mileage allowance per IRS rate, parking fees, and toll charges.
2. There must be insurance on the personal vehicle (collision, liability, property, and bodily injury for vehicle occupants.)

All of the safety and security measures and rules detailed for the use of Library vehicles also apply here.

2019 Personnel Policies for Board Review and Approval

24. Use of Rented Vehicles

Employees are not to rent vehicles unless specially authorized to do so by their supervisor. When a vehicle is to be rented, the employee must make certain that the vehicle is fully insured. Reimbursement for vehicle rental will be made as for all other reimbursements for expenses incurred in the Library's behalf.

All of the safety and security measures and rules detailed for the use of Library vehicles also apply here.

2019 Personnel Policies for Board Review and Approval

25. Confidentiality

Employees of TSCPL on occasion may have access to confidential information about the Library's business, patrons, and other employees. This information must not be disseminated to anyone. Any requests for information must be referred to Library administration.

Any breach of confidentiality may result in disciplinary action up to and including termination.

2019 Personnel Policies for Board Review and Approval

26. Visitors in Library

Family, friends, and children of Library employees are not permitted in the non-public work areas of the Library, unless accompanied by an employee or authorized by Library administration.

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27. Personal Property

Each employee has a responsibility to protect that employee's personal property. The Library is not responsible for damage, theft, or loss of personal property on the Library premises.

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28. Punctuality and Attendance

Employees are expected to report to work on time as scheduled and to keep absences to a minimum.

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29. Dress, Grooming and Personal Hygiene

Appearance and dress reflect the Library's culture and customer service philosophy.

Our employees shall dress appropriately with these three things in mind:

- Image: Professional and approachable
- Identity: Easily recognized by customers
- Safety: Dress appropriately for the specific job or task

The Library's administration determines dress guidelines, which are published in the Employee Handbook.

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30. Solicitations

Employees may not sell merchandise, solicit financial contributions or solicit for any other cause during working time, unless endorsed by TSCPL. Employees on break or mealtime may not solicit employees who are working, for any cause. Non-employees are prohibited from soliciting employees on TSCPL premises at any time.

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31. Progressive Discipline

The Library administration reserves the right to investigate and discipline unacceptable conduct.

Employees are expected to abide by all Library policies, rules and regulations. Any employee conduct that violates Library policies, rules or regulations or that, in the opinion of the Library Administration, interferes with or adversely affects the Library is sufficient grounds for disciplinary action.

Disciplinary action can range from coaching to immediate termination. The Library's general policy is to take disciplinary steps in the following order:

- Coaching
- Verbal warnings
- Written reprimands
- Termination

The Library reserves the right to alter the order described above, to skip disciplinary steps, to eliminate disciplinary steps, or to create new and/or additional steps.

As noted in the At-will policy, an employee's employment is at the mutual consent of the Library and the employee. An employee or the Library can terminate that employment relationship at will, at any time, with or without cause, and with or without advance notice.

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32. Workplace Safety

Employees are required to report all accidents and resulting injuries to the employee's supervisor, no matter how minor they may appear. Employees are also required to report any unsafe conditions immediately to the employee's supervisor.

All employees are expected to comply with all applicable safety and health requirements of local, state and federal law, the Library's insurance carrier, local fire marshal, other stated library policies, and directives issued by other persons with legitimate authority, as communicated to them by the Library administration. Where applicable, special safety equipment issued to employees must be utilized. Failure to use safety equipment or removal of protective guards and shields from any type of equipment in the Library could result in disciplinary action up to and including termination.

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33. Workplace Violence

The Topeka & Shawnee County Public Library prohibits and will not tolerate violence. Employees who engage in any violence in the workplace, or threaten violence in the workplace, will be subject to appropriate disciplinary action, including termination. No talk of violence or joking about violence will be tolerated.

“Violence” includes intentionally causing harm to another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities. It is the intent of this policy to ensure that staff and patrons never feel threatened by any employee’s actions or conduct.

Unless permitted by Gun-Free School Zone Act, (18 U.S. Code § 922), guns and other weapons are not allowed in the Library buildings or on its parking lots, sidewalks, parks and grounds, and bookmobiles.

The Library management has the right to enter or inspect your work area without notice at any time. Telephone conversations may be monitored and voice mail messages may be retrieved in the process of monitoring potential threats of violence. Any conversations overheard or messages retrieved during such monitoring that constitute threats against other individuals can and will be used as the basis for termination.

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34. Staff Computer Use

This policy reflects the ethical principles of the Topeka & Shawnee County Public Library and indicates, in general, what privileges and responsibilities are extended to the Library's staff.

The following policies will govern Library electronic resource use by staff:

- The Library acknowledges that Library staff will make some personal use of Library technology and related equipment designated for staff use. Staff must refrain from excessive personal use of Library technology and related equipment. Such personal use must be approved by the employee's manager or supervisor and must not interfere with an employee's work related activities.
- Staff will not use Library technology and related equipment to conduct personal profit bearing enterprises. There are no exceptions to this policy.
- Library staff will not install software or modify existing software without the permission of their manager and the Digital Services Director.
- The Library and its employees will follow all copyright and license requirements for software and other electronic resources.
- All data created or stored on Library computers, including but not limited to e-mail, word-processing documents, data stored in databases, spreadsheets and programs, is the sole property of the Topeka and Shawnee County Public Library. All data created or stored on Library computers may be monitored as an incidental part of regular system maintenance. Library administration retains the right to examine any and all data stored or created on Library computers. When an employee terminates employment at the Library, all email and files stored on Library computer equipment will be retained by the Library.
- Specific guidelines for use of technology and related equipment will be established by the Library administration to provide specific guidance to Library staff in the appropriate use of Library electronic resources.
- Consequences for misuse of electronic resources available to staff will be recommended by the departmental supervisor and Human Resources Director, and could include termination. All employees of the Library are responsible for complying with the policies, guidelines, and standards of conduct instituted by this and other Library documents.

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35. Library-issued Cell Phones

The Library may issue a business cell phone to an employee for work-related communications. Personal use of Library-issued cell phones should be kept to a minimum. Employees in possession of Library-issued cell phones are expected to protect them from loss, damage or theft.

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36. Personnel Records

TSCPL personnel files are confidential.

Information in an employee's file will not be provided to outside parties who are not acting on behalf of TSCPL without that employee's written consent. An employee's personnel file is available for the employee's review while employed by TSCPL on the employee's personal time by contacting the Human Resources Department.

Materials contained in employee personnel files may not be copied, scanned or removed unless authorized by the Human Resources Director.

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37. Alcohol and Drug Policy

The Library is committed to providing a safe and productive work environment for its employees and maintaining a drug and alcohol free environment. The Library prohibits the manufacture, distribution, dispensation, possession or use of illegal drugs, alcohol or controlled substances by Library employees while on duty, provided however, when not working employees may responsibly consume alcohol at Library sponsored events where alcohol is served.

Drug testing will be conducted pursuant to applicable law as a condition of initial employment or following a suspicious workplace incident.

After an offer of employment, job applicants are required as a condition of employment to pass a drug test prior to reporting to work. If the drug test indicates the presence of controlled substances, the applicant will not be considered for employment.

An employee who violates this Policy or who refuses to submit to drug testing will be subject to disciplinary action up to and including termination from employment. An employee who is terminated in violation of this Policy will not be eligible for rehire.

Employees convicted of crimes for off-the-job drug activity will be considered to be in violation of this policy. Such activity may result in disciplinary action up to and including termination.

In accordance with this policy, property on any Library premises is subject to search pursuant to applicable law.

Specific guidelines regulating the Alcohol and Drug Policy will be established by the Library Administration and enforced as policy.

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38. Harassment

TSCPL is committed to providing a safe and professional work environment free of any form of harassment. Accordingly, TSCPL will not tolerate discrimination and harassment of any kind based on any class protected by applicable ordinances and laws.

Any type of undesirable or unwelcome requests, advances, language, gestures or physical contact will not be tolerated. Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an employee because of that employee's race, color, religion, sex, national origin, age, disability status, veteran status, or any other protected class defined by law, and that:

1. has the purpose or effect of creating an intimidating, hostile or offensive working environment;
2. has the purpose or effect of unreasonably interfering with an employee's work performance; or
3. otherwise adversely affects an employee's employment opportunities.

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39. Open Door

Current Policy:

TSCPL has an open door policy concerning all employee matters.

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40. Employment Problem Resolution Procedure

If a problem cannot be resolved through the informal open door process, all employees may use the formal procedure described below. When a complaint relates to a suspension, demotion, or termination, this employment problem resolution procedure shall be exclusive, final and binding as follows:

Step I

The employee must present a written complaint to the employee's supervisor within five calendar days of the occurrence of the disagreement or problem. The employee's supervisor will discuss the complaint with the employee privately and deliver a written answer within five calendar days of receiving the complaint.

Step II

If the employee is not satisfied with the answer at Step I, the employee has five calendar days to present the written complaint to the next level supervisor. This supervisor will investigate the complaint and give the employee a written answer within five calendar days of receiving the complaint.

Step III

If the employee is not satisfied with the answer in Step II, the employee has five calendar days following receipt of the written response to present the written complaint to the CEO. The CEO will review the information gathered by the supervisors, discuss the complaint with the employee's supervisors and the employee, and give a final written answer within seven calendar days of receiving the complaint. The CEO's answer is final and binding with respect to all complaints.

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41. Termination of Employment

Note: Failure to return to work on the expiration of a personal leave of absence, jury-duty absence, vacation leave, military leave, sick leave, or any other approved leave, unless medical or other acceptable evidence has been submitted to the Library (and approved by the Chief Executive Officer) will be recorded as a termination effective as of the first day of the unapproved absence.

As detailed in the At-Will policy, employment with the Library is at-will. The Library reserves the right to terminate employment at any time.