

Agenda
White Pine Library Cooperative

Board Meeting

April 26, 2017
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

Policy draft -- see below (move to last item?)

New Business

Membership request from Houghton Lake District Library

Other:

Public comments and announcements

Next meeting date

August 23, 2017 at 12:00

Suggested changes are in red.

8. EMPLOYEE RESPONSIBILITIES AND PRIVILEGES

8.1 Professional attitudes and conduct

8.12 Customer Service

All employees are expected to give a high standard of service to all patrons, librarians, and visitors.

8.13 Employee's Public Conduct

It is expected that the conduct of all employees toward the public, librarians, visitors and each other will reflect favorably on the image of the Cooperative.

8.14 Employee's Conduct

Employees are expected to conduct themselves in a businesslike manner at all times avoiding any behavior that will interfere with their or any other employee's ability to work efficiently and accurately or that might damage the Cooperative's equipment, furniture, property or premises.

8.15 Acceptable Behavior

Since it is not possible to list all types of permitted or prohibited behavior, in addition to those rules set forth at Section 3.71, employees and supervisors are expected to use common sense and good judgment in implementing all rules. **At the discretion of the Director?**

8.151 Dress

Employees are normally expected to wear standard business-like attire. ~~Sweat pants, sweat suits, T-shirts, and/or jeans are not considered to be appropriate attire unless the~~ **More casual attire may be allowed if** employee is engaged in a special activity for which the wearing of such attire would be deemed appropriate.

8.152 Talking

Employees may discuss non-work related matters at work as long as it does not interfere with their work or with any other employee's ability to work efficiently and accurately.

8.153 Radios

Employees may listen to the radio as long as it does not interfere with their or with any other employee's ability to work efficiently and accurately. Employees may not listen to sports programs or talk shows.

8.154 Smoking

No smoking is allowed in any White Pine work or break area.

8.155 Personal Business

Employees should conduct personal business (reading, writing letters, e-mail, Internet access, etc.) only during breaks or lunch periods.

8.156 Computer Software

No employee other than the designated Computer System Administrator is permitted to load software onto computer equipment of the Cooperative.

8.2 Supervisors

8.21 Communication

Employees are expected to cooperate with their supervisors in attaining the common goals of the Cooperative. In resolving problems between employee and supervisor, the employee will follow the established chain of command. If problems cannot be resolved in this manner, see the Grievance Procedure.

8.22 Open Door Policy

Supervisors are expected to welcome inquiries and suggestions from employees. The employee has the right to expect direction from a limited number of supervisors, thus avoiding conflicting directions.

8.23 Current Information

Each employee is responsible for providing his/her supervisor and the Director with a current address, telephone number and an emergency contact.

8.3 Use of telephone, supplies, and equipment

8.31 Telephone

Employees should limit their personal use of the telephone and **personal cell phones** to emergency cases only. This may include calling home to check on children, making doctor, dental, or other appointments, etc. ~~Long distance calls are permitted only if employees use telephone credit cards or if they charge the call to their home telephone.~~ The Cooperative reserves the right to enter, search, and monitor the voicemail message system of any employee, without advance notice.

8.32 Equipment

Employees may use designated Cooperative equipment during non-working hours at the discretion of the Director provided such use does not interfere with any work-related use of the equipment and provided no additional expense is incurred.

8.33 Keys and Equipment

Employees are responsible for all keys and equipment given in trust and the return of same upon termination of employment.

8.34 Privacy Concerns and E-mail

E-mail and other computers provided by the Cooperative are to be used for business purposes only. Any personal use shall be allowed only during the employee's personal time. All computer pass codes must be available to the Cooperative at all times. The Cooperative reserves the right to enter, search, and monitor the computer files or e-mail of any employee, without advance notice.

8.4 Privileges

8.41 Staff room

A staff room is provided for the use of employees during breaks and lunch hours. Employees are responsible for keeping the room neat and clean.

8.43 Parking

Parking, at no cost, is available for employees ~~may park in any of the designated parking areas.~~ **in the building's parking lot.**

8.44 Reimbursement

Employees will be reimbursed for mileage or any other expenses incurred if asked to travel or purchase materials on behalf of the Cooperative.

WHITE PINE LIBRARY COOPERATIVE
PERSONNEL POLICY AND PROCEDURE MANUAL

Revised ~~September 2010~~ ?

EMPLOYEE ACKNOWLEDGMENT FORM

The White Pine Library Cooperative Personnel Policy and Procedural Manual describes important information about the Cooperative and I understand that I should consult the Director regarding any questions not answered in the manual. Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the manual may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. I acknowledge that this manual is neither a contract of employment nor a legal document. I have received the manual, and I understand that it is my responsibility to read and comply with the policies contained in this manual and any revisions to it.

DATE: _____

EMPLOYEE'S SIGNATURE

EMPLOYEE'S NAME (Typed or Printed)

The following are new policies that we should add.

1. DONATIONS

The Cooperative welcomes cash contributions, gifts of real property, stocks, and bonds. It is our custom to expend cash gifts on materials, equipment, or a project which is acceptable to the donor. Although it is unlikely, there may be an occasion in which the restrictions set by the donor make it impossible for the Cooperative to accept the contribution. All donations are subject to the approval of the Cooperative Director with the backing of the Cooperative Board.

2. As a policy, the Cooperative supports the ALA Library Bill of Rights, The Freedom to Read Statement and the Freedom to View Statements.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable bases, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read. Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for

the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority. Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated. Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think

critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing it or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000,
by the ALA Council and the AAP
Freedom to Read Committee.

Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, we affirm these principles:

1. It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. It is in the public interest to provide for our audiences, films and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
3. It is our professional responsibility to resist the constraint of labeling or prejudging a film on the basis of the moral, religious, or political beliefs of the producer or film maker or on the basis of controversial content.

It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Adopted February, 1979

American Film and Video Association