

**LIBRARY BOARD MEETING April 25, 2012: 3 p.m.**

1. Declaration of Conflict of Interest
2. Call for Non-agenda Items
3. Minutes of meeting, March 28, 2012. Appendix 1.
4. Business Arising from Minutes
5. Items for Action/Discussion:
  - a. Reserve Account. Appendix 2.
  - b. Policies: Town of Fort Frances Index. Appendix 3

**HR Policies Appendix 4**

- i) Smoking
- ii) Training & Development
- iii) Performance Appraisal
- iv) Employee Confidentiality
- v) Leave of Absence Without Pay
- vi) Management/Non-Union Salary Administration
- vii) Employee Conduct
- viii) Management/Non-Union Benefits
- ix) Customer Complaint
- x) Criminal Background Check
- xi) Suggestion Awards Program
- xii) Personnel Selection
- xiii) Municipal & Employee Vehicles
- xiv) Dress Code
- xv) Voluntary Contributions to Charities through Payroll Deduction
- xvi) Additional Responsibility Allowance
- xvii) Internet & Email Acceptable Use
- xviii) Staff Attendance at Council Meetings
- xix) Annual Appreciation
- xx) Cell Phone Use

**TOFFAdministration Policies. Appendix 5**

- i) Memberships & Grants
- ii) Reporting of Damage to Corporate Property

**Trillium Policies. Appendix 6**

- i) Human Resources Management
- ii) Staff Selection & Assignment
- iii) Terms & Conditions of Employment
- iv) Compensation
- v) Performance & Discipline
- vi) Human Rights – Discrimination & Harassment
- vii) Use of Technology

- c. CAP Funding Status. Appendix 7.
- d. Financial Report. Appendix 8.

6 Information Items;

- a. Activity Report. Appendix 9.
- b. Upcoming Events :
  - Computer Classes. Appendix 10.
  - Teen Author Kelly Armstrong via Skype April 26 @ 7 p.m.
  - Writer's Workshop with Bonnie Ferrante, April 28 @ 2 p.m.
  - Friends of the Library Booksale – May 26, 10 a.m. – 2 p.m.
- c. Next Meeting: May 23 2012 at 3 p.m.

7. Adjournment