

**Negaunee Public Library Board**  
**10:15 a.m., July 19, 2022**  
**Reading Room, Negaunee Public Library**

1. Call to order
2. Secretary's Report
3. Public Comment
4. Financial Report
5. Librarian's Report
6. Communications
7. Unfinished Business
  - a. State aid update (we won!)
  - b.
8. New Business
  - a. Upcoming events
    - i. Wings of Fire party (youth), July 20
    - ii. Summer reading ends, July 30
    - iii. Kids' summer reading finale party, August 1
    - iv. Tweens/teens' summer reading finale party, August 2
  - b. Jessica takes a vacation, August 4-7
  - c. Part-time employee unpaid time off
  - d.
9. Adjourn

Next meeting: August 16, 2022

Officers:

President: Al Sundine

Vice President: Laura Jandron

Secretary: Eyre Becker

**Negaunee Public Library Board**  
**Minutes for June 14, 2022**

Members present:: E. Becker, L. Jandron, A. Sundine, M. Sylvester and J. Holman, Library Director.

Meeting called to order at 10:17 a.m. by Pres. A. Sundine. Minutes of the meeting on May 10, 2022, as submitted by E. Becker were approved.

Public Comment: None.

Financial Report: All bills were paid as of April 1, 2022.

Librarian's Report: Librarian's report was provided in the board packet. J. Holman reported that the summer reading program is off to a busy start with over 20 children signing up on the 1st day alone. A study through the University of Kentucky was productive and rewarding. The popular D&D game is resulting in multiple campaigns, keeping Jessica and volunteers busy. Another popular book series for youth (Wings of Fire), is creating an opportunity for youth to gather at the library in June.

Communication: None.

Unfinished Business:

1. The summer reading program has had over 40 kits as of 6/13 due to J. Holman's publicity.
2. Unofficially, a consultant from the Superiorland Library Cooperative confirms that the city paying for J.Holman's insurance should be enough to warrant the full amount of state aid.
3. The library board and township's contract remains in stasis while the city attorney checks the findings of SLC's attorney, A. Seurnyck.

New Business:

- 1 .Upcoming events for the library include:
  - a. J.Holman and Friends of the Library will have a table at the Farmer's Market at Miner's Park June through September selling books, distributing library card registrations and summer reading kits.
  - b. Pioneer Day's celebrations will see the library hosting an author's book signing on 7/6 with four authors in attendance.
  - c. Friends of the Library will be hosting a book sale at the Negaunee Senior Center on 7/7 from 9am-3pm.

The meeting was adjourned at 11:18 with the next scheduled meeting to be held July 19, 2022.

Respectfully submitted,

Eyre Becker  
Negaunee Public Library Advisory Board Secretary

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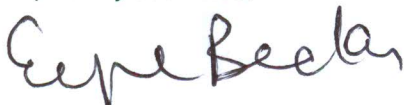
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Eyre Becker

Negaunee Public Library Advisory Board Secretary

**Negaunee Public Library**

**Financial Report**

July 19, 2022

All bills were paid through July 1, 2022.

Bills to be paid August 1, 2022:

Baker & Taylor	314.12 (books)
Charter/Spectrum	48.98 (monthly internet)
MicroMarketing	103.20 (audiobooks) 25.50 (large print)
North Star Editions	10.49 (small press, local book)
Ralph Tuttila	200.00 (musical quartet)
Superiorland Library Cooperative	1,917.51 (1/2 first state aid payment)
Upper Peninsula Region of Library Cooperation	1,452.72 (quarterly ALS costs)
Wolf's Echo Press (Jim Jackson)	60.00 (local author)

**Negaunee Public Library Board**

**July 19, 2022**

**Librarian's Report**

The past month has certainly been busy. For the youth summer reading program, 92 have turned in their registration forms; a few are still out. Six participants are teens; 18 are ages 10-12; and the rest (68) are ages 3-9. As of Friday, four have completed their reading goals. The first adult summer reading prize package brought in 56 entry slips. A lot of people were really interested in a bag of Campfire Coffee and an insulated mug, it seems.

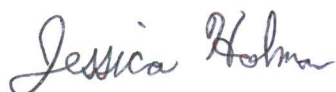
The table at the farmers market on Wednesdays has been going well. I have attended three markets, and have interacted with more than 150 people, given out eight summer reading kits, and handed out at least a dozen library card registration forms. (I cannot register cards while at the market, as there is no internet.) The Friends of the Negaunee Public Library have joined me for two markets, and made \$60 in donations between the two. The little pop-up book sales do well.

The annual Pioneer Days book sale for the Friends had its best year ever. It was back at the Senior Center, and brought in more than \$1,000. The previous best was roughly \$820, back in 2010, if I recall correctly. A lot of books have exited the storage room; three truckloads went to the senior center on Wednesday, and only two came back.

The annual Pioneer Days author visit, on the other hand, was poorly attended. There were seven authors and 18 other attendees, some of which were the authors' families or friends who had traveled with them. Mikel B. Classen came from Sault Ste. Marie; Ann Dallman from Menominee; Deborah Frontiera from Lake Linden. Most had a good time and did not regret coming, but most did not make "gas money" in attending this.

Hopefully we are able to meet on the date posted; I was exposed to COVID-19 at the farmers market by one of the Friends, unfortunately.

Respectfully submitted,



Jessica Holman, director

## ***Part-time Personnel Policy: Days Off***

### **I. Holidays**

Part-time personnel are given the following days off without pay:

- New Year's Eve and New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and Black Friday
- Christmas Eve and Christmas Day

Personnel are welcome to make up the time during the corresponding pay period.

### **II. Vacation, Days Off and Sick Days**

Part-time city personnel, including library staff, are not eligible for paid vacation days. All part-time employees are eligible for up to ten unpaid days per year. Vacation time does not include holidays and other days the center is not otherwise open for business. Vacation time must be scheduled in advance, giving the library written notice a minimum of two weeks in advance of the first day requested off. Failure to do so will risk termination. To request vacation time, a Vacation Time Request form is available from the director. Vacation leave is subject to approval by management.

The 10 days must be used in the calendar year it is awarded or it will be forfeited. After the first year anniversary of hire has passed, time off will be restarted on January 1 each subsequent year. Based on the date of hire, days will be prorated by the director.

The unpaid leave days includes sick days, vacation requested days, switching days after the schedule has come out or if the employee doesn't come into work for other reasons.

### **III. Tardiness**

Employees are expected to be present and ready for their shift at the time they are scheduled to start; they must get personal business completed before their shift begins. Tardiness is defined as failure to report for work at the assigned/scheduled work time, leaving work prior to the end of assigned/scheduled work time without prior supervisory approval, or taking an extended meal or break period without approval. It will be documented when an employee is late five minutes or more.

Part-time/hourly employees are given three instances of being late for the calendar year before being written up. Upon the third time they are late for a shift, a verbal warning will be issued. Upon the fourth instance of tardiness, the employee will be written up, and the regular disciplinary procedure will be put in effect.

In the instance that an employee is going to be late, a call to the director is appreciated; however, that does not excuse the tardiness from being counted toward disciplinary action.

**IV. Leave of Absence**

Leave of absence without pay for prolonged illness or accident may be granted by application to the director, who shall work with city human resources to examine conditions surrounding said application and determine denial or approval including the length of leave. Upon expiration of an approved leave, the employee shall be re-instated to the position held before leave was granted.

**V. Special Leave**

In case of death in the immediate family, an employee may be granted leave of absence without pay for a period not to exceed three (3) working days. Immediate family is defined as spouse, partner, child, brother, sister, father, mother, mother- and father-in-law, grandparents, brother- and sister-in-law, or other relation living in the same household.

Other bereavement leave to attend a funeral is at the discretion of the director and/or employee's supervisor.

Employees shall be granted a leave of absence any time they are required to report for jury duty or jury service. Any employee who is a member of the Reserve Forces of the United States or of the State of Michigan shall be granted a leave of absence during the period of such activity.