



Peninsula Community Library Trustee Agenda April 8, 2021 at 4:30 p.m.

*Note that this is an in-person meeting under the laws of the State of Michigan.
All attendees including Board Members must be properly masked and maintain six-foot social distancing.
Should spacing and building capacity under the MDHHS Emergency Orders become an issue, the meeting must move outdoors.*

Call to Order/Roll Call –

Public Comment: Comments may be time limited, as announced at start of meeting

Approval of agenda – Any additional items?

Approval of Minutes

Consent Agenda: Acceptance of committee reports that have been submitted in advance. Any member of the board or public may request that an item be moved from the consent agenda to the regular agenda for discussion.

Financial Report: Uniform Chart of Accounts

Director's Report: Vicki

Committee Reports: Facilities/Tech (drainage update), Personnel/Policy (suggested amendments), Finance (wage scale)

Traverse Area District Library Report: TADL Director's Report.

Northland Coop Report:

Friends Report: *For items not on the consent agenda*

Unfinished Business:

New Business:

Correspondence:

Public Comment: Please limit your comments to 5 minutes

Adjournment:

Peninsula Community Library 2869 Island View Road, Traverse City, MI 49686, (231) 223-7700

Next meeting May 13, 2021 @ 4:30

Peninsula Community Library Board of Trustees

Minutes for Thursday, March 11, 2021 4:30 p.m.
Monthly Meeting Via Zoom

Call to order: 4:34 p.m. By President Nikki Sobkowski

Roll Call: Present: John Bercini, Lori Brickman, Nancy Davy, Brit Eaton, and Nikki Sobkowski
All attending members present from their respective homes on the Old Mission Peninsula with Todd Wilson absent.

Public Comment: None

Approval of Agenda/Additional Items: No new items.

Approval of Minutes for the February 11 meeting: Minutes had been sent to Board Members via email. No additions or corrections. Motion to approve made by Brit Eaton and seconded by Nikki Sobkowski. Bercini - Yes, , Brickman - yes, Davy - yes, Eaton - yes, Sobkowski - yes. Motion passed.

Consent Agenda: no reports submitted

Financial Reports: Director Vicki Shurly 's reports show that the Library is in good financial shape despite additional costs associated with the pandemic. The Library received its check for contractual taxed based funding for \$203,388.00. The check reflects a slight increase over budget. The resignation of staff member Cathy Adams will reduce the expense for life insurance. Director Vicki Shurly will be dropped from her husband's current health insurance policy and she is researching alternatives. She will be requesting that the Library pay a portion of that cost for her in the near future. Vicki signed a contract with Siler's Lawn Maintenance for the up-coming year.

The Annual Appeal generated \$29,607 thus far. An additional donation of \$10,000 was received to be dedicated to the Capital Fund. That fund currently stands at \$82,746.32. The report was filed for audit.

Financial reports and the audit report are available upon request. The audit report is filed with the State of Michigan and may be found at www.michigan.gov/treasury. Once on the site click on the Local Governmental Units tab.

Director's Report: Vicki Shurly

Circulation February 2021: 1024

Circulation February 2020: 1792

Hold transit counts February 2021: 742 to other libraries

542 from other libraries

Hold transit counts February 2020: 503 to other libraries

238 from other libraries

Programs January 2021: 9

Program Participation 2021: 244

PCL reopened its doors March 1 for restricted indoor service. Curbside still being offered as well as the craft bags and activity sheets. Public boards are still prohibited from in-person meetings.

The quarterly snail mail newsletter was sent out to all residents. Virtual programming continues to be well attended.

The annual Books at the Boathouse will be held on April 19 as Books From the Boathouse with a take-out meal and virtual talk by Vicki and small auction by Jack Olson. Tickets are \$150 per couple available at the front desk.

The Men's Group met via Zoom with Brit Eaton facilitating and will continue to meet virtually on the third Wednesday of the month. The men have agreed to assist with the lowering of the flag when needed.

Director Vicki Shurly had D&W Mechanical check out and repair an issue with a coupler to the water heater at a cost of \$600 including labor.

Committee Reports: Personnel Committee to meet soon. Finance to meet in May.

Facilities Committee - All Board members had received a written report from the committee prepared by Nancy Davy sharing the committee's researched information up to mid-February. Notes from two meeting had been sent to members up-dating the assignment of research tasks and a meeting at the Children's Garden with Jennifer Hodges and Mark Maguire from Gourdie Fraser and Robert Verschaeve from Gosling Czubak.

Chairman Lori Brickman provided up-date information. She has received a file of specific water flow data from Jennifer Hodges. Vicki was to receive a proposal from Bob Verschaeve about services he could provide to interpret the information from Jennifer and to design a plan for correcting the drainage issues, but had not received it at the time of the meeting.

A motion was made by Brit Eaton that the Board authorize either Director Vicki Shurly or the Facilities Committee to move forward with contracting with which ever firm(s) they feel is most beneficial to remedy the drainage problem at the Children's Garden not to exceed \$10,000. As there was no second, the motion was not put to the floor for discussion.

Members will be kept apprised of any developments with a potential special meeting to review the proposal from Gosling Czubak when received.

Chairman Lori Brickman is trying to contact Grand Traverse Drain Commissioner Andy Smits

TADL Report: TADL Director Michelle Howard reported that the Library is open for limited indoor use and curb-side service continues. Progress is being made on repairing/replacing the roof. The Strategic Planning project is moving along well. TADL is hoping to co-sponsor an event at the City Opera House with the National Writers series on April 20-22. They have applied for a Rotary Grant for a bookmobile.

Northland Co-op Report: Director Vicki Shurly is considering participation in an Amazon Prime virtual offerings program through the Co-op

Friends Report: The Friends are organizing an on-line auction to run from April 8-16. They are accepting donations for that event. They will resume accepting donated books once the weather has improved, probably April, and hope to have an on-line catalog sale. At this time an in-person book sale is not likely to be held this year.

Unfinished Business: Vicki thanked the Men's Group for assisting with raising and lowering the flag.

New Business: None

Correspondence: None

Public Comment: None

Adjournment: John Bercini made the motion to adjourn with Nikki Sobkowski seconding. John Bercini - yes, Lori Brickman - absent Nancy Davy - yes, Brit Eaton - yes, Nikki Sobkowski - yes, Todd Wilson - absent. Motion passed . Meeting adjourned at 5:38 p.m.

NWDavy, Secretary
3/13/21

**PCL FACILITIES COMMITTEE MEETING NOTES
MARCH 15, 2021 1:00 VIA ZOOM
DISCUSSION OF DRAINAGE ISSUE**

IN ATTENDANCE: John Bercini, Lori Brickman, Nancy Davy, PCL Director Vicki Shurly

BACKGROUND: The committee earlier contacted Jennifer Hodges of Gourdie Fraser and Bob Verschaeve of Gosling Czubak for advice with the drainage issue. Jennifer sent a large file with pertinent information about water flow on Library and adjacent properties. Bob Verschaeve was asked to provide a proposal of what Gosling Czubak could do with that information and the preparation of an overall plan to correct the drainage issues.

Director Vicki Shurly received the proposal from Gosling Czubak immediately after the monthly Board meeting on Thursday, March 11. Chairman Lori Brickman called this meeting of the Facilities Committee to review the details of the proposal and consider a recommendation on how to proceed.

DISCUSSION/RECOMMENDATION : The details of the proposal were discussed. The committee agreed to move forward with the proposal. A special meeting of the Board will be held on Friday, March 19 at 1:00 to address the proposal. Chairman Lori Brickman will send the invitation to all members, provide some background information, include the proposal itself and share the Facilities Committee's recommendation.

Director Vicki Shurly was asked to contact Bob Verschaeve about a potential time line.

The committee agreed that minor steps could be considered for remedying the drainage issue in the Children's Garden if the time line might necessitate some intervention.

NWD
March 15/2021

Peninsula Community Library Board of Trustees

March 19, 2021 Minutes
Bylaws, Policy, and Personnel Committee Meeting
via Zoom

Present: Lori Brickman, Nikki Sobkowski, Todd Wilson, Vicki Shurly

Call to order: 12:40 pm

Public Comment: None

The Committee reviewed suggested changes to the Personnel Policy. Included with these minutes is a copy of the Personnel Policy with the recommended changes highlighted in yellow. The Committee recommends the Board accept the suggested changes at its April 8, 2021 meeting.

Public Comment: None

Adjournment: 12:47

Peninsula Community Library Board of Trustees
Special Meeting (Drainage Issue) Minutes
Friday, March 19 2021 1:00 p.m. Via Zoom

Call to order: 1:01 p.m.

Members Present: John Bercini, Lori Brickman, Nancy Davy, Brit Eaton, Nikki Sobkowski, Todd Wilson and Director Vicki Shurly. All attending virtually from their respective homes on the Old Mission Peninsula.

Public Comment: None

Discussion: A motion was made by Lori Brickman "I move that the Board accept Gosling Czubak's \$4,700.00 Level 1 proposal for stated contracted services to address the drainage issues affecting Peninsula Community Library." Seconded by Todd Wilson.

John Bercini requested that the Board consider both level 1 and level 2 so Lori amended the motion to read "I move that the Board accept Gosling Czubak's \$9,200 level 1 and level 2 proposal for stated contracted services to address the drainage issues affecting Peninsula Community Library."

Discussion ensued. President Nikki Sobkowski called for a vote on the motion. Bercini - yes, Brickman - yes, Davy - yes, Eaton - yes, Sobkowski - yes, and Wilson - yes. Motion passed.

Director Vicki Shurly was directed to sign the contract and return to Gosling Czubak.

Public Comment: Gladys thanked the Board for action on the problem.

Adjournment: Nikki Sobkowski made the motion to adjourn. Seconded by Lori Brickman. Bercini - yes, Brickman - yes, Davy - yes, Eaton - yes, Sobkowski - yes, and Wilson - yes

Adjournment at 1:26

NWDavy
3/19/21

PENINSULA COMMUNITY LIBRARY
Profit & Loss Budget vs. Actual
 July 2020 through March 2021

	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
Income				
539 · STATE AID	2,193.30	2,177.34	15.96	100.7%
581 · CONTRACTUAL TAXED BASED FUNDING	203,388.00	196,415.00	6,973.00	103.6%
582 · PENAL FINE FUNDING	0.00	5,950.00	-5,950.00	0.0%
642 · BOOK SALES	0.00	0.00	0.00	0.0%
643 · COPIER INCOME	0.00	0.00	0.00	0.0%
644 · FAX INCOME	0.00	0.00	0.00	0.0%
656 · NOTICE PROC. & SERV. FEES	0.00	0.00	0.00	0.0%
658 · DAMAGE FEE	0.00	0.00	0.00	0.0%
665 · INTEREST-REGULAR	297.28	2,600.00	-2,302.72	11.4%
670 · ENDOWMENT FUND RECEIPTS	0.00	3,117.00	-3,117.00	0.0%
674 · DONATIONS				
674.1 · ANNUAL APPEAL	31,282.00	30,000.00	1,282.00	104.3%
674.2 · BOOKS AT THE BOATHOUSE	4,050.00	5,000.00	-950.00	81.0%
674 · DONATIONS - Other	3,015.00	10,000.00	-6,985.00	30.2%
Total 674 · DONATIONS	38,347.00	45,000.00	-6,653.00	85.2%
675 · RESTRICTED DONATION				
675.1 · CHILDRENS ITEMS/ACTIVITIES	693.52	0.00	693.52	100.0%
675.2 · GARDEN DONATION	0.00	0.00	0.00	0.0%
675.3 · EDUCATION	495.00	0.00	495.00	100.0%
675.5 · ACTIVITIES	8,000.00	0.00	8,000.00	100.0%
675.7 · COMMUNITY GARDEN	200.00			
675.91 · EQUIPMENT & SUPPLIES	1,492.97	0.00	1,492.97	100.0%
675.92 · BOOKS AND PERIODICALS	2,938.95	0.00	2,938.95	100.0%
675 · RESTRICTED DONATION - Other	0.00	0.00	0.00	0.0%
Total 675 · RESTRICTED DONATION	13,820.44	0.00	13,820.44	100.0%
676 · MISCELLANEOUS REVENUES	1,080.73	200.00	880.73	540.4%
Total Income	259,126.75	255,459.34	3,667.41	101.4%
Gross Profit	259,126.75	255,459.34	3,667.41	101.4%
Expense				
PAYROLL				
702 · SALARY AND WAGES	102,668.00	144,281.83	-41,613.83	71.2%
Total PAYROLL	102,668.00	144,281.83	-41,613.83	71.2%

PENINSULA COMMUNITY LIBRARY
Profit & Loss Budget vs. Actual
 July 2020 through March 2021

04/05/21

Accrual Basis

	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
710 · ACCOUNTING SERVICES	186.56	1,500.00	-1,313.44	12.4%
712 · LIFE INSURANCE	706.00	1,060.00	-354.00	66.6%
715 · SOCIAL SECURITY & MEDICARE	7,854.11	11,037.56	-3,183.45	71.2%
716 · PENSION	5,928.09	8,300.00	-2,371.91	71.4%
727 · SUPPLIES	6,887.21	8,000.00	-1,112.79	86.1%
728 · BOOKS & PERIODICALS	12,580.25	17,000.00	-4,419.75	74.0%
729 · AUDIO/VISUAL MATERIALS	2,845.07	4,500.00	-1,654.93	63.2%
801 · LEGAL SERVICES	0.00	500.00	-500.00	0.0%
802 · INSURANCE	7,394.00	7,000.00	394.00	105.6%
803 · COLLECTION AGENCY FEES	0.00	100.00	-100.00	0.0%
804 · REPAIRS & MAINTENANCE GROUNDS	7,224.38	9,000.00	-1,775.62	80.3%
807 · AUDIT FEES	4,800.00	5,000.00	-200.00	96.0%
810 · MEMBERSHIPS AND DUES	1,618.65	3,000.00	-1,381.35	54.0%
818 · CONTRACTUAL MAINTENANCE	747.10	700.00	47.10	106.7%
850 · COMMUNICATIONS/TELEPHONE	1,359.98	1,900.00	-540.02	71.6%
870 · MILEAGE	67.20	500.00	-432.80	13.4%
880 · COMMUNITY PROMOTIONS	3,221.90	4,000.00	-778.10	80.5%
881 · ACTIVITIES	178.04	8,000.00	-7,821.96	2.2%
883 · FUNDRAISER EXP	2,421.02	2,000.00	421.02	121.1%
920 · UTILITIES	3,271.99	4,000.00	-728.01	81.8%
930 · REPAIRS & MAINTENANCE BUILDING	4,999.06	8,500.00	-3,500.94	58.8%
931 · REPAIRS & MAINTENANCE EQUIPMENT	924.95	2,000.00	-1,075.05	46.2%
935 · LEASED EQUIPMENT	637.92	1,000.00	-362.08	63.8%
940 · RENT	0.00	0.00	0.00	0.0%
956 · MISCELLANEOUS	175.00	500.00	-325.00	35.0%
960 · EDUCATION & TRAINING	315.00	500.00	-185.00	63.0%
967 · RESTRICTED EXPENDITURES				
967.1 · CHILDREN'S ITEMS/BOOKS	693.52	0.00	693.52	100.0%
967.2 · GARDEN EXPENSES	0.00	0.00	0.00	0.0%
967.3 · EDUCATION	495.00	0.00	495.00	100.0%
967.4 · EQUIPMENT & SUPPLIES	1,492.97	0.00	1,492.97	100.0%
967.5 · ACTIVITIES	7,518.51	0.00	7,518.51	100.0%
967.9 · BOOKS AND PERIODICALS	2,938.95	0.00	2,938.95	100.0%
Total 967 · RESTRICTED EXPENDITURES	13,138.95	0.00	13,138.95	100.0%
970 · EQUIPMENT	0.00	0.00	0.00	0.0%
971 · CONTINGENCY	0.00	500.00	-500.00	0.0%
Total Expense	192,150.43	254,379.39	-62,228.96	75.5%
Net Income	66,976.32	1,079.95	65,896.37	6,201.8%

PENINSULA COMMUNITY LIBRARY

Balance Sheet

As of March 31, 2021

	<u>Mar 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
004 · CHASE BANK	37,030.03
005 · CHASE BANK PETTY CASH	1,841.37
010 · TOWNSHIP REGULAR ACCOUNT	392,447.46
015 · PETTY CASH	5.00
Total Checking/Savings	<u>431,323.86</u>
Total Current Assets	<u>431,323.86</u>
TOTAL ASSETS	<u>431,323.86</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
257 · PAYROLL LIABILITIES	3,881.24
Total Other Current Liabilities	<u>3,881.24</u>
Total Current Liabilities	<u>3,881.24</u>
Total Liabilities	3,881.24
Equity	
390 · FUND BALANCE-UNRESTRICTED	250,628.55
390.1 · RETAINED EARNINGS	40,837.75
390.2 · FUND BALANCE - BOARD DESIGNATED	69,000.00
Net Income	66,976.32
Total Equity	<u>427,442.62</u>
TOTAL LIABILITIES & EQUITY	<u>431,323.86</u>

11:19 AM

Peninsula Community Library (Building Fund)

04/05/21

Summary Balance Sheet

Accrual Basis

As of March 31, 2021

	<u>Mar 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	82,752.15
Total Current Assets	<u>82,752.15</u>
TOTAL ASSETS	<u><u>82,752.15</u></u>
LIABILITIES & EQUITY	
Equity	82,752.15
TOTAL LIABILITIES & EQUITY	<u><u>82,752.15</u></u>

11:18 AM

Peninsula Community Library (Building Fund)

Profit & Loss

04/05/21

July 2020 through March 2021

Accrual Basis

	<u>Jul '20 - Mar 21</u>
Income	
401-000-665 Interest	63.58
401-000-674 Local Contributions	15,000.00
401-000-675 Restricted Donation	
Landscaping	1,950.00
Local His. Room	1,000.00
Total 401-000-675 Restricted Donation	<u>2,950.00</u>
Total Income	18,013.58
Expense	
401-701-690 Building Const Exp	4,991.64
401-701-699 Landscaping	
Landscaping Restricted	4,950.00
401-701-699 Landscaping - Other	32,973.89
Total 401-701-699 Landscaping	<u>37,923.89</u>
401-701-956 Miscellaneous	3.60
Total Expense	<u>42,919.13</u>
Net Income	<u><u>-24,905.55</u></u>



APRIL 2021 DIRECTOR'S REPORT - VICTORIA SHURLY

We are in the process of Spring clean-up inside and out. Down to Earth, our snow removal company has spent this week cleaning up the parking lot and areas that collected debris over the winter. Not to tempt fate too early, they have left the barrel of snow-melt. Siler's Maintenance will put us on the schedule for lawn and garden clean-up as well. I am hoping to have volunteer students from Old Mission walk over one day to pick up the trash on our property that has accumulated here and there. We will provide a pizza and pop lunch in exchange for their community service.

Shelving volunteers are anxious to come back. We are not there yet. We are still at 50% capacity and that includes staff. I am hoping to bring some of them back on a limited schedule in June when I plan as well on returning to normal hours. Those hours will be 10-7 Monday and Thursday; 10-5 Tuesday, Wednesday and Friday and 10-2 on Saturdays.

The Spring wreath project for adults was a HUGE success. We gave away almost 40 kits in two days. They cost a little more than the other kits but were still under \$5 each. Many patrons sent us pics of their beautiful creations including the 95-year-old mother of a regular.

I still have two tickets left for our annual fundraiser Books from the Boathouse. It features a takeout meal for two including a bottle of wine that patrons will pick up at the library and take home. That evening, we will offer a virtual live auction and short presentation on the history of PCL.

Some great programs are coming up this month including Brit Eaton's demonstration of making Beef Wellington, a kite program with staff, a financial awareness program for children co-sponsored with TBA Credit Union and, of course, all our regular programming. Craft bags continue to be popular with both kids and adults. I am certain that those and curbside pick up are here to stay!

I have participated in several webinars of late – one on OPIOD overdose response training. We do now have a NARCON kit on site. It will be mounted next to our AED unit. I also did two trainings on the new Michigan Uniform Chart of Accounts and signed up for one more this month on the same topic.

The Old Mission Historical Society would like to plant a COVID Memorial Tree – a maple – in the front of the library. It will be in memory of friends and relatives of Old Mission residents who lost lives to the virus. The Historical Society will plan a ceremony and residents will bury letters during the planting to those they lost. OMHS will cover all costs, but I will look for a donor of a bench for under the tree.

I have received an anonymous donation for two flower shaped musical xylophones for the Children's Garden. They are on order and will be installed this summer. I am excited to add these. They are beautiful and patrons young and old love the one we already have. I hope to find a sponsor for signage for story book quotes for the Garden this summer as well.

Circulation March 2021: 2842

Hits on Local History Room Video: 201

Hold Transit Counts March 2021: 686 to other libraries, 496 from other libraries to PCL

Programs March 2021: 11

Program Participation March 2021: 251

PENINSULA COMMUNITY LIBRARY PERSONNEL POLICY

SECTION I: LIBRARY BOARD

It is recommended that no relative of a Board member is to be hired.

If a Library Board member desires to be considered for a paid position in the Library, said Board member must take a leave of absence at the point of application until such time as the position is filled. If the Board member is hired for the position, he/she must resign from the Board prior to employment. If the Board member is not hired, he/she will terminate the leave of absence and return to the Board.

If a paid Library employee wishes to run for the Library Board, said employee must request a leave of absence. If elected, the employee will resign from the paid position. If not elected, the employee will terminate the leave of absence and return to work.

SECTION II: STAFF

The Library Board employs the Library Director. The Director hires and supervises all other staff. The Director shall be salaried and full-time. A member of the circulation desk staff shall be appointed by the Director to act as Administrative Assistant. The Director will cross train staff so that multiple staff members always hold a working ability to perform specific tasks in the Library.

There will be a probationary period of 30 days for all new employees. At the end of the probation, it will be determined by review if the employment agreement will be continued.

In recognition of the necessity of continuing education, staff members may attend professional conferences. Expenses will be paid in full if attendance is approved in advance by the Director.

All personnel shall dress to conform to standards widely accepted in professional business.

SECTION III: ABSENCES

Reasonable notification of an absence should be given to the Library Director. The Library Director and the Administrative Assistant should not schedule vacation time simultaneously.

The Director shall receive 10 paid sick days per year, cumulative to 30 days. The Administrative Assistant shall receive 5 sick days per year, cumulative to 15 days. An employee who terminates service will be paid for one half of the accumulated sick days. Employees may use cumulative sick days and/or vacation time for family leave.

Absences that may be covered by paid sick leave must fall into one of these categories:

- Personal illness
- Illness in the employee's immediate family
- Death in the employee's immediate family - up to 3 days
- Medical appointments

The Director will receive 2 paid days per year to be used as personal business leave. These must be used by the end of the fiscal year (June 30).

Any employee who is summoned for jury duty will receive the regular rate of pay. Any money, excluding mileage, received for jury duty must be reimbursed to the Library. Holidays, snow days or closings for mechanical malfunctions or emergencies will be paid for employees if they occur on scheduled work days.

Vacation time for the Director, which must be used by the end of the fiscal year, is as follows:

90 days-1 year	2 weeks
1-3 years	3 weeks
3-10 years	4 weeks
10+ years	5 weeks

Vacation time for other staff will accrue as follows, noting one week aligns with the number of days a staff member is scheduled in a week. For an employee who works 2 days, a week of vacation is also 2 days. All time must be used by end of fiscal year.

90 days – 1 year	2 days
1-3 years	1 week
30-10 years	2 weeks
10+ years	3 weeks

Time off without pay for the Director is at the discretion of the Board. Time off without pay for other employees is at the discretion of the Director.

SECTION IV: BENEFITS

~~The Director and Administrative Assistant will be offered life insurance.~~ The full-time director will be offered health insurance on a minimum 50/50 cost sharing basis with the Director paying half. At the discretion of the Board of Trustees, the Director may be offered up to a maximum of a 100% funding of the health insurance. Cost of health insurance for any dependents of the Director must be covered 100 % by the Director. ~~Should the Director choose not to take the health insurance, the Library Board may make a contribution to the Director's deferred compensation account without annual review. The employee, upon Board approval, is responsible for the choice of insurance carriers and the setting up of any health insurance policies. Checks for health insurance premiums must be made out directly to the insurance company.~~

The Director will also be enrolled in the Library pension plans on the first annual enrollment date, following the date of hire provided the 30-day probationary period has ended. ~~Pension monies shall be paid into the fund on a quarterly basis.~~

The Library Board may grant merit raises or job performance bonuses at their discretion.

SECTION V: EVALUATION

Staff evaluations will be made after the 30-day probationary period and each February thereafter. The Director will evaluate employees. The Board will evaluate the Director.