

1. Policies discuss the following topics.

Library policies	Personnel policies	Library board bylaws
☐ Cell phone usage ☐ Challenged materials ☐ Circulation ☐ Compliance with ADA ☐ Computer use ☐ Displays and exhibits ☐ Equipment use and checkout ☐ Freedom to Read Statement ☐ Gifts and donations ☐ Interlibrary loan ☐ Internet child safety ☐ Library Bill of Rights ☐ Library cards: obtaining first card and replacing lost cards ☐ Library records / patron confidentiality ☐ Marketing and public relations ☐ Materials selection ☐ Meeting rooms ☐ Mission, vision and goals	☐ Authority and responsibility of library board ☐ Authority and responsibility of library director ☐ Bereavement leave ☐ Continuing education and conventions ☐ Discipline of librarian and staff ☐ Drug-free workplace ☐ Grievance procedures ☐ Health insurance ☐ Social security, KPERS, etc. ☐ Hiring and Equal Opportunity Employment ☐ Holidays ☐ Jury duty ☐ Leave of absence ☐ Military leave ☐ Resignation and retirement ☐ Salaries	☐ Identifying organization ☐ Terms of office, filling vacancies ☐ Board's duties ☐ Relationship with library director and director's duties ☐ Officers: terms and authority ☐ Committees ☐ Meetings attendance ☐ Meeting quorum ☐ Special meetings ☐ Open meetings ☐ Executive session ☐ Agendas ☐ Meeting procedures ☐ Amendments to bylaws

☐ Patron behavior and suspension ☐ Patron grievances, other than materials ☐ Programming ☐ Public bulletin board use ☐ Tornado response ☐ Unattended children ☐ Weeding: Adult and Youth ☐ Who may use the library ☐ Wifi use	☐ Sexual harassment ☐ Sick leave ☐ Staff and other meetings attendance ☐ Termination procedures ☐ Vacation time ☐ Work schedule	
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