

Town of Center Harbor
James E. Nichols Memorial Library
Board of Trustees Meeting
Minutes – January 24, 2022

-Approved 3/7/22-

Call to Order – Meeting called to order at 10:09 am. In attendance – Trustees Ann Xavier, Sandy Frost, Stephany Marchut Lavallee, Karen Ponton, Ginny Fisher, Bette Miller (non-voting), Library Director Aislyn Guivens

Chairperson’s Report - Chair Ann Xavier reported on the possibility of the formation of a Friends of the Library group for the purpose of fund raising. This group would be separate from the Trustees and should be set up as a non-profit, with bylaws and a non-profit tax number. After discussion of the value of this group to the library and the need for paying lawyer’s fees to establish the group, it was moved by A. Xavier to table this topic until after the March Town Meeting, seconded by K Ponton and passed unanimously. A Xavier further reported the concern about water damage to the perimeter of the building. She will speak to J Haines regarding if this issue could be addressed by the Center Harbor DPW. Consensus was to hold a book sale during the July 4th celebration. Additional dates are under consideration.

K Ponton moved to accept the minutes of the December 27th meeting, seconded by S. Lavallee and approved unanimously. Vote was delayed from the beginning of the meeting.

Treasurer’s report – K. Ponton reviewed with the Board the December 2021 and Year-end 2021 reports including line-item overages, and the Annual Report of the Treasurer (see attached). She reported that the town auditor will be reviewing the Library’s bank statements and other financial records from 2021, which had not been done in the past. In response to her letter, K. Ponton received a letter from the attorney for the NMK Trust indicating that completion of the Trust administration is anticipated by the end of March 2022. It was moved by K. Ponton and seconded by A. Xavier to accept donations of \$20 and \$9 from [two individuals]. Motion passed unanimously.

Director’s Report (see attached) – A. Guivens reported that some of the missing books have been found. It is possible more will turn up as inventories are taken. The article in the Laconia Sun about the new librarian and plans for the future has generated a great deal of interest. Visitors to the library have increased. A. Guivens has spoken to faculty at Plymouth State University who are interested in establishing an internship program with the Library. A new classics section is being established to allow for more room in the stacks and some reorganization of the space has been proposed. She reported statistics on circulation and library holdings at the end of 2021 (attached).

Unfinished and Continuing Business. The Board and A. Guivens discussed short- and long-term goals for the Librarian. Consensus was for three (3) at this time: 1. Reconceive the children’s section in the Library to encourage young readers and to better address the needs of this population, including an overall plan for cataloging, organizing and weeding the existing collection, new acquisitions, location within the Library, and community outreach. 2. Complete a review of the current 24 policies for Library operations and services, and recommend any needed new policies and revisions to the Board for approval by June 1, 2022. 3. Investigate establishing a library internship program with, for example, Plymouth State University and Simmons University, including course requirements, staff responsibilities for supervision, and the amount of time required of staff. A Xavier will check with the Fire Chief to be sure a Fire Inspection has been carried out. K Ponton moved that A. Guivens’ and L. Hough’s requests to waive a lunch/meal break be approved. Seconded by S. Lavallee and passed

unanimously.

Building Committee – B. Miller reported she met with S. Lavalley and updated her on the Library building. Children’s section could be moved to the other side of the room. The rocker and hassock that were once in the children’s section could be brought up from the basement to be used again. The post lights on the exterior should be replaced with better energy efficient lights and one of the sconces on the front of the building needs to be straightened. The back of the library sign on the lawn needs a coat of paint. The back door needs a more secure lock. The floors and conference room table need to be refinished.

Policy Committee – The Board reviewed and discussed an updated librarian job description and several policies the committee recommended for adoption (see attached). A motion to approve the job description for the librarian made by K. Ponton and seconded by S. Frost, passed unanimously. K Ponton moved and A. Xavier seconded to approve the following personnel policies as laid out in the attached documents: Sick Time, Standards of Conduct, Conflict of Interest, Employee Covid Illness and a manual receipt form and passed unanimously.

It is suggested the staff be encouraged to take advantage of professional development opportunities.

Next meetings are scheduled for March 7 and March 28 at 10am.

K. Ponton moved to adjourn, seconded by A. Xavier, pass unanimously.

Meeting adjourned at 12:18 pm.

Respectfully submitted,
Ginny Fisher, Secretary

Atts (9)

James E. Nichols Memorial Library

December Treasurer's Report

Expenses	<i>December 2021</i>	<i>2021 Year-End</i>	<i>2021 Budget</i>
Gross Salaries	\$3,480.50	\$35,065.40	\$50,250.00
Health Insurance	Town		
Worker's Comp/Unemployment	Town		
Fuel	Town		
Furnishings/Equipment		\$1,177.00 <i>(Air purifier)</i>	\$500.00
Repairs/Maintenance	\$0.00	\$3,673.43	\$2,500.00
Supplies	\$87.89	\$2,638.80	\$2,500.00
Cleaning Service	Town		
Electricity	Town		
Telephone	\$120.42	\$1,477.82	\$1,500.00
Travel	\$0.00	\$0.00	\$200.00
Collection Development	\$0.00	\$0.00	\$1.00
Books & Periodicals	\$491.14	\$12,917.38	\$12,000.00
Special Projects from Gifts <i>(SLSC Pass; NH Historical Society & NHPA Memberships)</i>	\$0.00	\$400.00	\$100.00
Professional Development <i>(NH Library Trustees Association)</i>	\$0.00	\$210.00	\$500.00
Program Projects	\$0.00	\$56.37	\$100.00
Miscellaneous	\$50.00	\$438.00	\$100.00
Computer Maintenance, Software Updates, Licenses	\$565.00 <i>(Monthly Contract plus \$395.00 Book Systems Annual Fee)</i>	\$3,249.75	\$2,000.00
Legal & Professional Services		\$0.00	\$1.00
Total	\$4,055.87	\$61,303.95	\$72,377.00
Nichols Fund			\$6,201.00
Town Appropriation			\$66,176.00
Receipts - Miscellaneous			
Copier/FAX Fees		\$193.00	
Donations	\$149.00	\$835.00	
Lost Books		\$15.00	
Sale of Books		\$47.00	
Total Misc. Receipts		\$1,090.00	

James E. Nichols Memorial Library

Annual Report of the Treasurer
2021

Balance on Hand January 1, 2021

James E Nichols Memorial Library
Meredith Village Savings Bank \$38,828.04

Receipts

Town of Center Harbor	\$ 61,303.95
Nichols Trust	8,351.70
Donations & Gifts	835.00
Copier & FAX Fees	193.00
Lost Books	62.00
State of NH: ARPA Sub-grant for Equipment	1,120.00

TOTAL RECEIPTS \$ 71,865.65

Expenses

Town of Center Harbor-Reimburse for Equipment	\$ 1,120.00
Gross Wages	35,065.40
Furnishings & Equipment	1,177.00
Repairs & Maintenance	3,673.43
Office Supplies & Postage	2,638.80
Telephone	1,477.82
Books, Periodicals & DVDs	12,917.38
Special Projects from Gifts	400.00
Professional Development	210.00
Program Projects	56.37
Miscellaneous	438.00
Computer Maintenance, Software Updates & Licenses	3,249.75

TOTAL EXPENSES \$ 62,423.95

Balance on Hand December 31, 2021

James E Nichols Memorial Library
Meredith Village Savings Bank \$48,269.74

Respectfully submitted,

Karen S. Ponton, Treasurer

Director's Report

January 19th, 2022

Collection Development and Maintenance:

During January, we have added three magazines to our collection, and weeded two. No books have been added, though a donation came in the mail. It has not been added to the collection. Linda and I have continued to comb the collection, finding incomplete or incorrect records that have since been edited. I have also gone through the missing and lost item reports to try to track down missing items. Out of eighty-three missing titles, five were found on our shelves. There was also concern over the ninety-five undefined items which have since been categorized bringing the count to zero. These will be ongoing projects for myself and Linda, especially regarding the children's section in attempt to simplify and streamline labeling of kid's books. Furthermore, a Classics section was created by Linda in order to provide spacing in the main stacks and utilize an unused shelf. We are utilizing local library social media pages to find new ways to advertise our items and create ease of access for patrons.

Patron Services and Community Development:

With the *Laconia Daily Sun* providing a great public relations opportunity for the library, we have added eight patrons, seven of which are residents, and have seen a slight uptick in visitations and calls from potential volunteers. I have also received an email inquiring about a potential internship program with Plymouth State Students in the Library Media and Digital Learning Specialist MEd programs. A newsletter for the library was published and sent out to almost 700 subscribers and was opened over 300 times since publication. Copies are available at the circulation desk in which patrons have taken an interest. One comment was made about the change in hours, with concerns regarding children being able to come to the library after school. Visitation is still being tracked, noting what times are most popular. We are still relatively slow in the later afternoon hours with noon to early afternoon being the most popular. Recently, due to a COVID exposure, we made a temporary switch to curbside only. We have since returned to normal services.

Digital Services:

Patrons have continued to use Hoopla, Kanopy and the Libby App with some frequency. We have received a couple of calls of patrons needing assistance with logging into our services as well as the catalog, in which the patrons were able to successfully log in without further problems. Steve Jussif visited the library to discuss the different technologies utilized by the library. Patron computers were wiped of saved information and the office computer was updated for the new director. The private server for the library was also reset with a new password. Finally, the patron printer in the meeting room has been working by using wireless printing. A discussion with Steve led to the conclusion that the patron printer should continue to be on the public Wi-Fi for wireless printing and the patron computers will continue to print to the circulation desk printer.

Maintenance:

Joyce Cleaning company has officially started cleaning the library as of January 3rd, coming in on Mondays. For holiday closures, the team will be coming in Wednesdays unless otherwise stated. Trustees have continued to visit the library in efforts to evaluate building changes. There are still some issues with leaking that have been photographed for record. Another issue is that a weight fell out of the clock, knocking the bottom out of place. The clock did begin ticking after

this incident, but research is being done to contact a clock repair person to address these issues.

Library Staff:

Linda has agreed to stay on as a part-time assistant through March, working Mondays and every other Saturday. For the month of January, I have decided I will continue to work each Saturday, using it as office time to collect data, research potential items and continued work on the collection. Afterwards, I will be alternating Saturdays with Linda. Lastly, we are working together to create digital and physical copies of everyday library procedures, tracking visitors and temperatures (outside and inside), and maintaining a social media presence.

Statistics:

Physical Circulation

	Au g	Sep t	Oc t	No v	De c	Ja n
<i>Adult Reading</i>	465	466	395	353	214	149
<i>Youth Reading</i>	108	106	90	47	46	18
<i>Audio Books (CD)</i>	55	45	45	50	33	20
<i>DVDs</i>	139	92	64	84	65	50
<i>Interlibrary borrowing</i>	43	24	25	10	8	8
<i>Passes</i>	6	1	1	0	0	0
Total In- Library	816	734	620	544	366	245

Digital Access Circulation

	Au g	Sep t	Oct	No v	Dec	Jan
<i>NH Downloadable Books</i>	148	151	163	202	136	152
<i>Hoopla</i>	57	50	22	49	26	30
<i>Kanopy</i>	13	11	21	26	29	9
Total Digital Access	218	212	206	277	191	191

Grand Total Circulation

Aug	Sep t	Oct	No v	Dec	Jan
1034	946	826	821	557	436

Unique Users

	Au g	Sep t	Oct	Nov	Dec	Jan
<i>In-Library Active Borrowers</i>	112	96	82	67	71	37
<i>NH Downloadable Books</i>	31	29	28	32	28	28
<i>Hoopla</i>	14	13	22	23	11	11
<i>Kanopy</i>	3	2	4	4	6	4

Respectfully Submitted,

Aisilyn Guivens, Director

James E. Nichols Memorial Library

Job Description Library Director

Reports to: Library Board of Trustees

Position Summary: Serves as the chief administrative officer of the James E Nichols Memorial Library under the direction, supervision and review of the Library Board of Trustees. Responsible for the administration and operations of the Library in accordance with RSA 202-A:16 and the bylaws, objectives and policies adopted by the Board of Trustees. The director plans, organizes, directs and coordinates all services and programs of the Library.

Responsibilities: In addition to those listed below, the Library Director may be assigned other responsibilities from time to time by the Board of Trustees.

Policy

1. Understands that the Board of Trustees is responsible for governance and the overall operation of the the James E. Nichols Memorial Library
2. Assists the Board to develop, review, update and revise Library policy
3. Develops, reviews, updates and revises operational policies and procedures for Library services, subject to Board approval
4. Promptly implements and fully supports Board decisions and policies
5. Informs the Board of new developments in the library field, relevant information from the NH State Library, and labor law that impact policy and operations

Goals

1. Assists the Board in defining short-term and long-term goals
2. Implements short-term and long-term goals as established and agreed upon with the Board of Trustees
3. Reports progress in meeting goals to the Board on at least a quarterly basis

Budget & Finances

1. Demonstrates an understanding of the impact of the Library budget upon taxpayers and is able to design, justify and implement services and programs accordingly
2. Administers the Board-approved budget in a cost-effective manner
3. Tracks actual and projected expenses and promptly notifies the Board of Trustees of any potential shortfall
4. Works with the Treasurer to reconcile invoices with purchase orders
5. Promptly submits bills to the Treasurer for payment
6. Assists the Board in the preparation of the annual Library budget

Daily Operations

1. Responsible for the smooth operation of the Library on a day-to-day basis, including scheduling staff, providing services efficiently and courteously, and treating other staff, patrons, visitors and Trustees in a respectful manner
2. Maintains a working knowledge of all library procedures and equipment, including computers, software applications, printers and other technology
3. Performs circulation desk duties, including Inter-library Loan requests and curbside services
4. Processes and catalogues incoming materials
5. Provides reference and computer assistance to patrons
6. Monitors routine maintenance of the Library building and grounds, including cleaning services, plumbing, and HVAC equipment, and promptly alerts the Board of any issues or needed repairs

Utilization & Development of Staff

1. Supervises all library staff including annual evaluations, assignments and training
2. Recommends hiring and removal of staff to the Board of Trustees per RSA 202-A:11 V and RSA 202-A:17

3. Motivates staff to grow professionally to better serve patrons, the public and the Library's mission
4. Directs and supervises volunteers according to Library policy

Collection Development/Acquisitions

1. Works with the Board of Trustees to ensure that the collection development plan is appropriate for the needs of our community
2. Implements acquisitions and expenditures consistent with Library policy, the annual budget and short-term goals
3. Maintains, manages and weeds the Library collection, in accordance with Library policy

Programming

1. Plans and implements regular programming for adults, such as talks by local authors or book clubs
2. Plans and implements regular programming for children and teens, such as storytimes, a summer reading incentive program or class visits by local schools
3. Implements virtual programs, offerings and options to expand Library services
4. Evaluates the effectiveness of each program at least annually, and includes costs and feedback from participants

Statistical Accountability & Reporting

1. Provides a written report on Library operations to the Board of Trustees each month and attends monthly meetings of the Board
2. Compiles circulation statistics at least monthly and statistics on acquisitions and withdrawals at least quarterly and reports this data to the Board of Trustees when requested
3. Assists the Board Chairperson with preparing the annual report to the Town
4. Prepares and submits the annual report to the State per RSA 202-A:12

Community Interactions

1. Engages the community and publicizes library services effectively in person, through print, online and social media platforms
2. Evaluates the effectiveness of library services in relation to the needs of the Center Harbor community
3. Recommends and implements changes and improvements to better serve patrons, Center Harbor residents and community
4. Encourages local groups such as Friends of the Library or other community organizations to support the library and its mission
5. Articulates a strong vision of the evolving role of Nichols Library in serving the community now and in the future

Professional Development

1. Keeps informed of developments in the library profession and related RSAs
2. Keeps informed of changes in technology and maintains current knowledge of computer use and applications
3. Maintains membership in professional organization(s)
4. Participates in continuing education opportunities

Recommended Qualifications: Master's degree in Library Science or Information Science from an American Library Association accredited degree program preferred. Minimum of four (4) years in library management, non-profit leadership or other relevant experience.

Revised & Approved by Nichols Library Board of Trustees 1/24/2022

Approved by Nichols Library Board of Trustees 6/22/2009

SICK LEAVE

The Library provides paid sick days to all full-time employees. Sick days are to be used for absences due to illness of the employee or their immediate family members. They are not to be used as extra vacation time, personal days or "mental health days."

Sick leave accrues at the rate of one (1) day per month up to a maximum of thirty (30) days. Accrual commences on the date of hire but cannot be taken during the first ninety (90) days of employment.

Employees taking sick leave will be paid at the normal straight time rate for the number of hours the employee was scheduled to work. Sick pay will not exceed the employee's regular workday and/or work week hours.

Employees will not be paid for earned, unused sick days upon separation from employment.

Employees may be required to provide certification from a health care provider regarding the necessity for taking sick leave. Unless otherwise directed by his/her supervisor, any employee who cannot report to work due to illness should contact his/her supervisor daily about the need to take sick leave and the expected duration of their absence.

Employees who are absent from work due to illness may be required to obtain certification from their health care provider that they are able to return to work. Any employee who fails to report to work for three (3) consecutive days or notify his/her supervisor will be considered to have voluntarily resigned from employment.

Revised & Approved by Nichols Library Board of Trustees 1/24/2022

Approved by Nichols Library Board of Trustees 6/22/2009

STANDARDS OF CONDUCT

All employees are required to comply with the Library's standards of conduct, which are intended to promote consistency and harmony in the workplace, and to support the objectives and missions of the Nichols Memorial Library.

No list of rules can be all inclusive. Incidents may arise that are not covered by the standards of conduct which may lead to discipline up to and including termination. The following areas are intended to guide you in the recognition of certain behaviors which are clearly prohibited and which can result in disciplinary action, up to and including discharge.

1. Absence & Lateness

Excessive absenteeism and/or lateness; failure to call in when absent; overstaying allotted break time; leaving work early without permission; misuse of any leave of absence. Absence of three (3) consecutive working days without notification will be considered a voluntary resignation.

2. Employment & Library Records

Making a false statement on the application form; falsifying Library and/or employment records; failing to maintain an accurate time record.

3. Attitude

Abusive language; creating any type of disturbance; using abusive or profane language or complaining in front of visitors; demonstrating a lack of cooperation; abuse or neglect of visitors or Library employees; abuse, neglect or intentional destruction of Library property.

4. *Safety*

Violation of safety regulations or endangering the health or safety of other persons.

5. *Employee Relations*

Abusive or profane language to another employee; negligent or intentional destruction of another employee's personal possessions; threatening bodily harm; intent to strike; striking another employee; creating a disturbance; causing dissension among employees.

6. *Crime*

Conviction of any felony or misdemeanor.

7. *Dishonesty*

Dishonesty to a coworker, resident, visitor, Library Board of Trustees or representatives of the Town.

8. *Incompetence*

Repetition of avoidable mistakes to a point that the mistakes demonstrate a willful disregard for the Library's interests.

9. *Neglect of Duty*

Negligence in the performance of duties which conflicts with the Library's interests; neglect of duty resulting in inferior work, equipment breakdown, or waste of materials, supplies or products; sleeping on the job.

10. *Unsatisfactory Job Performance*

Failing to demonstrate the requisite skills, attitudes or abilities to satisfactorily discharge the employee's duties.

11. *Sexual or Other Unlawful Harassment*

Discrimination, sexual or other unlawful harassment, and/or inappropriate conduct in violation of Library policies; retaliation against anyone who has complained of alleged harassment or discrimination or has participated in an investigation of a complaint.

12. *Insubordination*

Acting in an insubordinate manner toward at any supervisors or member of the Library Board of Trustees; directing abusive or threatening language at any supervisor, employee or official; acting in disregard of any directives of the Library Board of Trustees.

13. *Telephone, Facsimile, Computer, E-mail & Copier*

Excessive use of a Library telephone, facsimile, computer, e-mail, Internet access, or copier for a non-Library purpose.

14. *Intoxicants*

Bringing, possessing, dispensing, selling, buying or using alcoholic beverages or illegal drugs on Library property or while on the job. Being under the influence of or testing positive for these substances during working hours will result in immediate discharge.

15. *Theft or Destruction of Property*

The attempt or act of theft or negligent or intentional destruction of any Library property or the personal property of a coworker, patron or visitor.

16. *Violations of Policies, Procedures or Rules*

Violating or failing to follow the Library's policies, procedures, or rules.

17. *Improper Conduct*

Indecent behavior on Library property or while on the job.

Revised & Approved by Nichols Library Board of Trustees 1/24/2022

Approved by Nichols Library Board of Trustees 8/22/2011

CONFLICT OF INTEREST

The Library expects its employees and officials to conform to the highest ethical and legal standards. Employees are required to refrain from engaging in any activities that create a conflict or the appearance of a conflict of interest. Employment with Nichols Library carries with it a responsibility to be constantly aware of the importance of ethical conduct. Employees must refrain from taking part in, or exerting influence in, any transaction in which their own interests may conflict with the best interests of the Library.

Examples of conduct and behavior that would violate this policy include, but are not limited to, the following:

- Investing in any of the Library's vendors or suppliers (unless the securities are publicly traded and the investments are on the same terms available to the general public and not based on any inside information), or having any financial interest in a vendor or supplier that could cause divided loyalty or even the appearance of divided loyalty
- Accepting any gifts or favors from any members of the public, vendors or suppliers
- Misusing privileged information or revealing confidential data
- Using one's position in the Library or knowledge of its affairs for personal gains
- Using directly or indirectly Library funds, assets or other resources for any unlawful goal or purpose.

Employees with any questions regarding these guidelines are required to discuss them with the Board of Trustees prior to engaging in any activity or conduct that may violate this policy. Violations of this policy may lead to disciplinary action, up to and including termination.

Revised & Approved by Nichols Library Board of Trustees 1/24/2022

Approved by Nichols Library Board of Trustees 8/22/2011

EMPLOYEE COVID-19 ILLNESS POLICY

In order to promulgate safety in the workplace and to continue to combat the transmission of COVID-19, all employees are subject to and must adhere to the following policy while on Library premises.

Symptoms of COVID-19 include:

- a. Fever;
- b. Respiratory symptoms such as runny nose, sore throat, cough or shortness of breath;
- c. Flu-like symptoms such as muscle aches, chills, and severe fatigue;
- d. Changes in a person's sense of taste or smell.

Any employee experiencing these symptoms or who is ill must not report to work, and should notify his or her supervisor prior to the scheduled start time. Any employee who while at work begins to experience these symptoms or becomes ill must immediately notify his or her supervisor and immediately leave the Library. Any employee observed to exhibit these symptoms while in the Library

will be asked to leave immediately.

If an employee becomes aware that he or she has been exposed to COVID-19, even if the employee is not currently exhibiting symptoms, the employee must report the exposure to his or her supervisor and may be directed to remain out of work for at least 5 (five) days or per CDC guidance, or as otherwise directed by his or her health care provider.

Employees will not be allowed to return to work until providing proof of a negative COVID-19 test result.

Absences from work due to COVID-19 related illness will not be considered as unexcused absences, and such absences will not count against an employee's attendance.

In order to minimize the spread of COVID-19, employees should:

- a. Wash hands and use hand sanitizer frequently;
- b. Avoid touching the face, eyes or mouth;
- c. Practice good respiratory etiquette, which includes coughing and sneezing into a tissue or the elbow rather than into the hands;
- d. While in the Library, employees should wear a mask covering the nose and the mouth to help protect against the spread of the virus. Employees should review CDC guidance on use of masks.
- e. Employees should maintain safe social distancing, which means keeping a distance of at least 6 (six) feet between one another and from patrons as much as reasonable.

Questions regarding this policy should be addressed to the Nichols Library Board of Trustees.

Revised & Approved by Nichols Library Board of Trustees 1/24/2022

Approved by Nichols Library Board of Trustees 6/22/2020

RECEIPT & ACKNOWLEDGEMENT OF PERSONNEL POLICY MANUAL

This *Personnel Policy Manual* is an important document intended to help you become acquainted with the James E. Nichols Memorial Library. This *Manual* will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the *Personnel Policy Manual*.

- I have received a link to the electronic copy of the Library *Personnel Policy Manual* and have the right to a paper copy if I so request. I understand it is my obligation to read the *Personnel Policy Manual*. I understand that the policies described in the *Manual* are subject to change at the sole discretion of the Library Board of Trustees. I understand that this *Manual* supersedes and replaces all previous manuals and personnel policies for the Library.
- I acknowledge that I have the right to terminate my employment with the Library at any time without notice. In turn, I acknowledge that pursuant to NH RSA 202:A-17, Library employees may be terminated by the Library Board of Trustees "...for malfeasance, misfeasance, or inefficiency in office, or incapacity or unfitness to perform the employee's duties."
- I am aware that the descriptions of benefits in this *Manual* are not contractual in nature and do not guarantee any continuation of said benefits.

- I am aware that during the course of my employment confidential information may be made available to me. I understand that this confidential information must not be given out or used outside of Library premises or with non-Library employees, except as required by law.
- I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the *Personnel Policy Manual*. I understand that this signed acknowledgment will be in my personnel file and I will receive a copy.

Employee's Name (please print)

Date: _____

Employee's Signature

Date: _____

Supervisor's Signature

Approved by Nichols Library Board of Trustees 1/24/2022