

A. Miscellaneous

1. Conference Call Policy DELETE, ADD TO BYLAWS UNDER MEETINGS
2. Graduate Scholarship Program DELETE

B. Use of the Library

1. Collection Management Policy ASK DS FOR UPDATE
2. Loan Policy - Library for the Blind & Physically Handicapped ASK DS FOR UPDATE
3. MSL SLR - Circulation Policy ASK DS FOR UPDATE
4. Montana Interlibrary Sharing Protocol DELETE, ADOPT NEW
5. Depository libraries ASK DS FOR UPDATE
6. Acquisition and Selection of Materials DELETE
7. Distribution of State Documents ASK DS FOR UPDATE
8. Access to Circulation Records UPDATE
9. Loan Services DELETE
10. Photocopy Service UPDATE

2. Grievances KEEP
3. Family and Medical Leave Act KEEP
4. Alternate Work Schedule KEEP
5. EEO Policy Ask AC to update
6. Employee Safety Program ASK AC TO UPDATE
7. Incentive Award Program ASK AC TO UPDATE
8. Employee Record Keeping ASK AC TO UPDATE
9. Overtime/Compensatory Time UPDATE
10. Waste Reduction & Recycling ASK AC TO UPDATE
11. Drug Free Workplace ASK AC TO

C. Commission

1. Per Diem Policy AS IS
2. Excuse DELETE, ADD TO BYLAWS.
3. Statement of Philosophy and Objectives DELETE, in mission statement.

D. Federal and State Funding

1. LSCA Contingency Funding REVISE
2. State Library Advisory Council DELETE
3. Application for grants DELETE
4. State Financial Assistance to Public Libraries DELETE

E. Services to Other Libraries

1. School Libraries KEEP
2. Consulting Policy DELETE
3. Satellite Resource Centers DELETE
4. Advisory Services DELETE

F. Employees

1. Position Classification Procedures UPDATE
12. Exit Interview ASK AC TO UPDATE
13. Leave of Absence without Pay ASK AC TO UPDATE
14. Sexual Harassment ASK AC TO UPDATE
15. Job Share ASK AC TO
16. Reduction in Force ASK AC TO UPDATE
17. Staff Appointments DELETE
18. Staff Working Conditions DELETE

G. Federations

1. Guidelines for Federation Plans UPDATE

To: Mary Doggett & Rosemary Garvey

From: Karen Strege

Re: Policy Review

Date: July 23, 1998

I made a first cut through the policies to get us started. As you can see, I suggest that we just delete some of the older ones, but ask both Darlene, manager of Library Services, and Amanda, as personnel officer, to research changes in certain policy areas.

Also, I would like the Commission to consider changes in two policies at their August meeting. I have attached a draft memo to this memo.

See you soon! Please give me a call if you have any questions before our meeting.

2. Distribution of Funds UPDATE
3. Accountability Reporting UPDATE
4. Expenditure of CST Revenues
UPDATE
5. Use of Federal & State Funds
DELETE
6. The Development of Library
Federations DELETE & REPLACE