

Personnel and Public Relations Committee Meeting

February 6, 1986

Minutes

Present were Janna Lutovsky and Reba Jackson, Chair. Also present were Marshall Susler, ex officio, and Robert Dumas, City Librarian.

The meeting was called to order at 7:15 by Mrs. Jackson in the Board Room.

The first item of business was the question of Library hours of service on holidays which the Committee had been charged with examining at the last Board meeting.

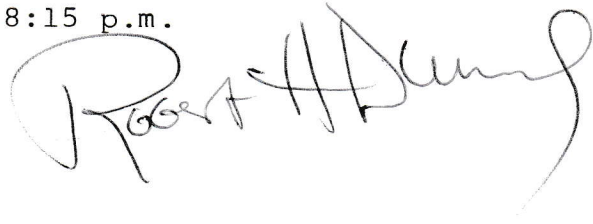
It was noted that present policy provides that the Library "will be closed on authorized staff holidays at the discretion of the City Librarian." Mr. Dumas stated in practice that the Library was closed on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day; the Library was open from 9:00 to 5:30 on Martin Luther King Day, Lincoln's Birthday, Good Friday, Columbus Day, and Presidential Election Day: Staff who worked these days received another day off in lieu of the holiday. This alternate day is scheduled the week of, the week before or the week following the authorized holiday. The early closing was to eliminate the need for a second shift which would have to be accommodated with a day in lieu of the holiday. Mr. Dumas stated that to increase the service on holidays would be difficult. On a practical level it would require more staffing, but to add one or two employees in one or two job classifications might well result in over staffing in some areas during non-holiday time, while still leaving a shortage of staff in other areas during holidays. What really is required are staff increments of 1/8 or 1/4 F.T.E. in all public service areas if additional holiday hours are mandated.

During the discussion it was remarked that another holiday may be in the offing - one honoring the Polish General Pulaski. The impact of the recent federal statute governing pay for overtime upon staff working holidays was discussed. Mr. Dumas said he had written to Library Counsel about this, suggesting some possible ways of dealing with holidays under the 40 hour restriction and asking his advice regarding their acceptability. After further discussion, the Committee decided to postpone further consideration pending receipt of advice from Counsel.

The Committee after brief discussion also decided to bring the Library's contribution to employee's dependent medical insurance into line with the City practice and instructed that a motion to accomplish this be prepared for submission to the Board.

The Committee had previously decided to undertake a systematic review of the Code of Library Policy. After discussion it was agreed to postpone the review pending employment of a new City Librarian. This deferment will provide both an opportunity for the new librarian to become acquainted with Library policy and provide an opportunity for a critique of policy from a different perspective.

The Committee adjourned at 8:15 p.m.

A handwritten signature in cursive script, appearing to read "Robert H. Dunning". The signature is written in dark ink and is positioned to the right of the text "The Committee adjourned at 8:15 p.m.".