

Personnel, Policy and Public Relations Committee
Thursday, November 2, 1989 8:30 p.m.
Board Room

Members attending: Mark Sorensen, chairperson, Bob Oakes, Eve Shade, and Barb Ohlsen (ex-officio). Staff attending: Jim Seidl and Linda Humphreys.

Mr. Sorensen called the meeting to order at 8:26 p.m. The items for discussion are library hours during the Christmas and New Year's holidays and goals for the City Librarian.

* * * * *

Mr. Seidl recommended that the library close Saturday, December 23 and Saturday, December 30, 1989. This proposal would give all public service staff a three-day weekend for each holiday. (Saturday would be their day off each week rather than a day off through the week.) Non-public service staff is normally off on Saturday anyway. Mrs. Shade made a motion that the library be closed December 23 and December 30, 1989. The motion was seconded by Mr. Oakes and unanimously approved.

* * * * *

The next item of business was setting goals for the City Librarian. After some discussion, the committee decided that the timing would be better if the evaluation period was changed to a November-October rating period.

The following goals were tentatively established:

1. Develop and implement an orientation program for new library employees. This plan will 1) promote employee understanding of their position and how it relates to departmental and library goals, and 2) aid in the development of effective lines of communication.
2. Develop guidelines for the use of volunteers in the library. This will include determining the types of library services volunteers can perform, training staff in the effective use of volunteers, and developing a volunteer recognition program.
3. Institute a cross-training program to promote camaraderie among the staff and to improve communication among the departments and the staff. Having an understanding of the work performed by fellow staff members will improve communication and interpersonal relationships.
4. Promote the Library Foundation through 1) the establishment an advisory

6. Prepare guidelines and proposals for the retrospective conversion of the library's bibliographic database to a machine readable catalog (MARC) format. The Illinois State Library is requiring all automated libraries to convert their bibliographic databases to MARC by December 1991.
7. Evaluate and prepare recommendations on the effective use of library funds. Review all existing staffing and programs based upon available funding.
8. Prepare written quarterly reports on the progress made in the implementation and/or meeting of goals and objectives of the Long Range Plan.

In addition, the committee requested that Mr. Seidl report on his progress toward meeting these goals at the April 1990 committee meeting.

There was no further business. The meeting was adjourned at 9:24 p.m.

Respectfully submitted,

James C. Seidl
James C. Seidl
City Librarian