

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Personnel, Policy and Public Relations

Minutes

Date: November 5, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: John Phillips (President)
Mark Sorensen
Gregg Zientara
Dr. Priscilla Palmer

Staff: Rick Meyer, City Librarian
Robert Edwards, Asst. City Librarian

Absent:

Guests:

Call to order

Mr. Phillips called the meeting to order at 4:34 p.m.

Agenda

Motion to approve the agenda by Dr. Palmer, seconded by Mr. Zientara, unanimously approved

Minutes of Previous Meeting

Motion to approve the October, 2015 minutes by Mr. Zientara, seconded by Dr. Palmer, unanimously approved

Mr. Sorensen asked Mr. Edwards for more information on the letter to City for Director Meyer's board approved pay increase. There was discussion about past procedures. Mr. Zientara stated that the City finance office had requested documentation in the past in order to have a record of pay requests. The committee agreed that Dr. Palmer and Mr. Sorensen would review the final draft of the letter before the Mr. Edwards submitted a copy to the City.

Management Personnel Policy

There was discussion about the changes that had been made to the original management policy. Mr. Meyer discussed the incentive payouts to staff and longevity. There was discussion about phasing out the incentive payouts to management staff and addressing AFSCME incentives after the contract expires in 2017. Mr. Meyer stated that previous options discussed had included eliminating the incentive payments by phasing it out with a 2-tier structure or buying out the participants. There was more discussion about making changes to the incentive program. Mr. Phillips suggested that the possibility of freezing the payments. Dr. Palmer stated that she was in favor of some sort of incentive for the management staff. She stated that with the cutbacks, management had been asked to do a lot more and the incentives are good for moral. Mr. Meyer stated that he was not convinced that the incentives were effective as a retention measure. He stated that he thought if concessions were made by management, they would also be looking

for the same type of concessions from the union in 2017 when their contract expired. He said Mr. Jerry Bauer had expressed doubts about the union agreeing to those types of concessions because management agreed to them. Mr. Zientara said maybe they should wait until after the union negotiations before deciding a course of action. The committee agreed to table discussions about changing the management incentives until the 2017 union negotiations.

Mr. Phillips asked where the committee stood concerning staff not living in the city limits. There was discussion about the pros and cons of requiring staff to live within city limits. Mr. Phillips stated that he would like to see it discussed at length at some point. Mr. Sorensen stated that since there were still some issues to be investigated at the City by Mr. Meyer, he didn't see any point in going over the rest of the policy. He confirmed that the committee was presently doing nothing with the salary and benefits.

There was a brief discussion about recent publicity issues and the Open Meeting Act rules. The committee agreed that a lesson had been learned about open meeting/closed sessions criteria.

Mr. Phillips stated that Dr. Kruml had resigned and her letter of resignation would be going to the mayor. He asked Mr. Sorensen to deliver a letter with the request for a potential candidate to the mayor. Mr. Sorensen stated that he would compile a letter for review that they could submit to Mayor Moore-Wolfe. Mr. Phillips said they would also have to address the need for someone to replace Dr. Kruml as chair of the Personnel, Policy and Public Relations committee.

Mr. Meyer stated that he had sent out a communication to the board with WebJunction samples of policies. Mr. Meyer said the library had a book of policies and the policies were also listed on the website. Mr. Zientara said he thought it would best if it was left up to Mr. Meyer what policies to present next, the rest of the committee agreed.

Other

Mr. Sorensen said previous members of the board had agreed upon the Decatur Public Building Commission agreement which hasn't received the endorsement of the City Manager. He asked Mr. Zientara if he thought the City Council had viewed the agreement. Mr. Zientara answered that he didn't think they had. There was discussion about Mayor Moore-Wolfe's letter and the Board's response. Mr. Phillips stated that a document is being drafted to present to the City. There was discussion about future meetings with the City. Mr. Zientara stated that there would have to be some joint discussions. Mr. Sorensen and Mr. Phillips discussed past sessions held to allow the public to give input. Mr. Phillips stated that there had been a lot of interested people that showed up for the meetings, including staff, County employees and the public. Mr. Zientara said the management part of the deal was already completed. Mr. Meyer stated that there would also be a need to define space, nailing down library space. There was more discussion about the City/Library relationship.

Meeting Adjourned

Motion to adjourn by Mr. Zientara, seconded by Dr. Palmer, unanimously approved

Meeting adjourned at 5:31 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 12/3/2015