

MEMORANDUM

November 14, 1988

MEMO TO: Library Trustees

FROM: Jim Seidl

SUBJECT: Reclassification Study

The Board at its November 17, meeting will discuss the proposed upgrading of library positions as recommended in the reclassification study and my report on that study. Library staff were asked to comment concerning the upgrades. I have enclosed the staff comments, since only five were received. Enclosure (1) Please keep the names of the staff submitting the comments confidential. I will answer any questions you have about the staff comments either before the meeting or at the meeting.

In my recommendations to the reclassification study, I proposed that the library pages answering the phone be upgraded to pay grade five (telephone page). Mrs. Whitehouse in the reclassification study recommended pay grade nine. Enclosure (2) is my proposed job description for the telephone page position.