

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Personnel, Property and Public Relations Committee Minutes

Date: June 4, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Dr. Susan Kruml (Chair)
Dr. Pricilla Palmer
Jim Alpi (President)

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

Other Board Members: John Phillips

Absent:

Guests:

Call to order

Dr. Kruml called the meeting to order at 4:31 p.m.

Agenda

Motion made by Mr. Alpi to approve the agenda, seconded by Dr. Palmer

Minutes of Previous Meeting

Motion made by Mr. Alpi to approve the minutes from the May 7, 2015 meeting, seconded by Dr. Palmer.

Bylaws

Dr. Kruml talked about the past discussions regarding the Board of Trustees Bylaws. She reminded the committee that Mr. Meyer had stated after his discussions with the Library attorney, that the current wording including the City code might cause problems later. Mr. Meyer stated that the City code basically states that the City sets the levy for the Library which is different from what the State statues say. Mr. Meyer stated that he would like to see the State statute added instead of the City code. There was more discussion about the modification of the bylaws. Mr. Alpi suggested that Mr. Meyer get the library attorney to look over the bylaws and red line it as soon as possible. Dr. Kruml stated that they could go head and add the statute in the bylaws and then have the attorney look at it. Dr. Palmer stated that she was in agreement with that idea. Dr. Palmer recommended that they contact the lawyer to review the changes and then recommend to the full board.

Management Policy

Dr. Kruml stated that the next item on the agenda was the management policy. The committee discussed the chapters in management policy. There was discussion about the definition of compensatory time as it related to the library. Mr. Alpi stated that he thought that staff be paid out. The consensus was that comp time should be paid out. There was discussion about overtime pay and it being authorized by Mr. Meyer. Mr. Meyer discussed salary adjustments and the evaluation processes. Dr. Kruml asked about the process of promotions. There was discussion about the promotion process and temporary assignments. There was discussion about the wording concerning holiday, sick time and vacation days.

Old Business

Mr. Meyer stated that they were still reviewing the old pay scale. He added that he thought they were also looking for someone on the Personnel, Policy and Public Relations committee to be involved. Dr. Kruml said that she would be glad to help.

Mr. Phillips stated that he thought that they should have recommendations for board replacements for the mayor by the July Board of Trustees meeting. There was more discussion about adding new board members.

Meeting Adjourned

Motion to adjourn by Dr. Palmer, seconded by Mr. Alpi
Meeting adjourned at 5:45 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 8/6/2015