

Personnel, Policy, and Public Relations Committee
October 2, 1995

Mr. Pritts called the meeting to order at 4:08 p.m. Members present: Mr. Pritts, Shirley Moore, Stan Sitton and Ellen Spycher. Absent: John Stengel. Staff present: John Moorman and Linda Humphreys.

Plan for seeking library user input into library operations: Mr. Moorman's draft plan was reviewed. He said that a survey of 200 to 400 people would give a 95% confidence rating with a 3% error margin. It was noted that the focus groups will probably begin fairly soon.

Job descriptions: Mr. Moorman reported that all library job descriptions need to be revised. He plans to begin with management positions. The ranges for management staff salaries also need to be reviewed. There was discussion about whether this is an administrative or board function. It was agreed that Mr. Moorman will prepare descriptions of a general nature and share samples with the committee.

Discussion of proposed drug screening: The issues of drug, background, and education screening were discussed. Mr. Moorman said that he asks for transcripts for management positions. Mr. Sitton asked if IIA could assist in this area. This will be further discussed at the Board meeting.

Management Staff Personnel Policy: This will be reviewed next month.

Other business: Mr. Moorman presented a proposal from Katie Gross, Children's Librarian, for forgiving fines on children's books that have been returned for Children's Book Week and Family Reading Night. Mr. Moorman said that his experiences with forgiving fines have not been positive in that people then tend to wait for the next forgiveness period with their next fine. There were several questions about the proposal, including 1) How many school age children have fines; 2) Could the computer print out a list of fines for adults, children, and both adults and children; 3) How would the proposal effect fine revenue of the library budget; and, 4) What about children's books checked out on adult cards? This proposal will be reviewed next month in conjunction with National Library Week in April. Mr. Moorman will study the issue and gather more data for the next committee meeting.

Mr. Moorman reported that Mr. Booth and city staff are discussing the situation about the change in job titles for the Acquisitions Clerk/Interlibrary Loan Clerk II position. It now appears that the change will not have to be taken to the state labor board as the library was initially told.