

Personnel and Public Relations Committee

Meeting, June 17, 1985

Minutes

Present were Edith Rossiter, Martin Seidman, and Reba Jackson, Chair. Also present were Sharon Alpi, ex officio, and Robert Dumas.

The meeting was called to order by Mrs. Jackson at 7:10 p.m. in the Board Room.

Recommendations for pay grade for the proposed Assistant City Librarian had been received from Charles Phillips, Director of Human Resources for the City of Decatur. Copies of the memo from Mr. Phillips were distributed. Mr. Dumas noted that in conversation with Mr. Phillips it had been suggested that pay grade 28 was consistent with similar positions at the City, but that the one-pay grade distinction between the Supervisors' pay grade 27 was perhaps a little narrow and the Committee may wish to reconsider the Supervisors' pay grade when discussing the proposed position. A presumption could be made that the creation of the new position would impact on the responsibility of the supervisors if the position of Assistant City Librarian were retained when the supervisors' positions were again budgeted. In which case a regrading of the supervisors to pay grade 26 was a possibility that the Committee might consider and which Mr. Dumas recommended. It was agreed that the Assistant position would probably be retained and that the supervisors' pay grades be reclassified to pay grade 26 and that the pay grade of the Assistant City Librarian be set at pay grade 28 and that a new pay and classification plan reflecting these changes be recommended to the Board.

The second item on the agenda was a request from Mr. Dumas for a clarifying phrase in the policy on meeting room rental which specifies the purpose to be "civic, educational, or cultural". But from time to time commercial firms seek to rent the room alleging that their firms - e.g., Evelyn Woods Reading Institute - are "educational" in nature. After discussion the Committee voted to recommend the addition of a clarifying phrase so that the policy would read "not-for-profit civic cultural and educational groups".

The Committee discussed problems that arise when patrons return delinquent materials after their account has been turned over to the Credit Bureau. Once an account is turned over to the collection agency, the agency has a financial interest in the account. That interest varies upward from 33%. If an account is settled at the Library, the agency share of that discharged obligation is levied against the Library. Consequently, if the Library

accepts the return of material in settlement or partial settlement of a delinquent account, the Library must pay the agency its share of the dollar amount of the returned books. The policy presently does not authorize the Staff to make such a payment and therefore credit may not be given for returned material. In some cases this is appropriate since the material may have been replaced or may not justify the cost of reinstatement. In other cases, the material may still be very desirable, be out of print, etc., and recovering the material may be in the Library's interest as well as the patrons. Even in such cases, however, it would frequently be true that the materials would not be worth the cost of the Library discharging the Credit Bureau's share of the patron's debt. What Mr. Dumas suggested was changing the policy to authorize the City Librarian to negotiate with such delinquent patrons a partial discharge of the cost of the returned materials so that the materials could be recovered as well as sufficient money to cover the Credit Bureau charge. After discussion, the Committee voted to recommend to the Board such a policy change.

The Committee adjourned at 8:20 p.m.

A handwritten signature in black ink, appearing to read "Robert H. Dumas". The signature is written in a cursive style with a large, sweeping initial "R".