

Personnel, Policy, and Public Relations Committee

December 3, 1990

The meeting was called to order at 5:05 p.m. by Chairman Robert Oakes. Members attending: Mr. Oakes, Stan Sitton, Janna Lutovsky, and Barbara Ohlsen, ex-officio. Staff attending: Jim Seidl and Linda Humphreys.

The first agenda item was establishing the 1990/91 goals for the City Librarian. A rough draft was previously mailed. The goals were expanded and prioritized as follows:

GOALS FOR 1990/91

1. Develop a Board strategy regarding negotiations with the union. Develop and implement a plan that will enable a smooth transition. Create a management negotiating team.
2. Develop and implement a plan to increase revenue, utilizing grants, the Foundation, and the Friends of the Library.
3. Develop and implement a plan to reduce expenditures to meet budget constraints.
4. Complete 90% of the work on the MARC conversion by December 1991 and upgrading of the computer equipment to facilitate an on-line catalog by fiscal 1991/92.
5. Conduct another performance evaluation of the City Librarian by the library staff in May 1991 to determine if there has been improvement in 1) providing clear communications to both the Board and the staff, and 2) consistency in the administration of library policy. Report to the Committee in July 1991.
6. Develop a plan for improving staff morale. Submit the plan to the Committee at the March 1991 meeting.
7. Develop a disaster plan that must be submitted in the Per Capita Grant application in July 1992.

In other business, Mrs. Ohlsen will soon be appointing a Long Range Plan Review Committee.

At the next Personnel, Policy, and Public Relations Committee meeting on January 7, the City Librarian's job description will be reviewed and updated.