

Personnel, Policy and Public Relations Committee
Wednesday, September 27, 1989 7:00 p.m.
Board Room

Members attending: Mark Sorensen, chairperson, Mr. Oakes, Mrs. Shade, Mrs. Lutovsky, and Mrs. Ohlsen (ex-officio). Staff attending: Mrs. Gibson, Mr. Kupish, and Mr. Seidl.

Mr. Sorensen called the meeting to order at 7:03 p.m. Due to the number of items on the agenda, Mr. Sorensen recommended that the committee start with item four.

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Item four concerned the use of security guards by the library. Mr. Sorensen noted that the library has used off-duty city police as security guards for the past two years. Security guards are used to ensure the safety of library patrons and to allow the staff to perform their duties. Mr. Oakes recommended that the library use security guards and that administration determine the type of security guard. Motion was seconded by Mrs. Shade and approved.

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The committee then discussed (item six on the agenda) a recommendation to delete requiring a doctor's excuse when using sick leave. This policy was adopted to conform with city policy in the early 1980's. The Staff Advisory Committee recommended that the Board reconsider the policy, since staff have frequently had to return to work without seeing a doctor (because of the doctor's schedule). Sick leave usage is monitored by each department head.

Mrs. Shade made a motion that Personnel Policy, Section 2, subsection C, part iv, be changed:

Present Policy

On the fourth and subsequent use of undocumented sick leave credits during a calendar year, the employee will be entitled to only one-half day's pay, charged to sick leave, for the first day of such absence, or to one-half of the time absent if the total time is less than one full day, unless a physician's statement is provided. Sick leave used for a doctor's or dentist's appointment does not count as a use of sick leave for the purposes stated above unless it lasts more than four hours. The foregoing notwithstanding, the City Librarian may, at his discretion, require proof of illness or disabling injury in all cases of sick leave use. In all cases,

Proposed Policy

Physician's statements will be used from time to time in determining whether or not an employee is able to continue the performance of his/her duties.

Motion was seconded by Mrs. Lutovsky and approved.

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The committee next considered (item number five on the agenda) the use of the term "pro-rated" as used in the personnel policy regarding sick leave, vacation, and holidays. Mr. Seidl stated that both he and the previous director had taken the statement (see Personnel Policy, section F, part 2, subsection xv), to mean that half-time employees should earn one-half the benefits, since their normal work week was 20 hours. However, one employee is now working 32 hours per week during the entire year. After discussion, the committee recommended the concept of true pro-ration if the administration of the program is feasible. Mr. Seidl will check with the City to determine if the computerized personnel program can be modified to provide benefits based upon hours worked.

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Maternity leave (agenda item number two) was discussed. The committee reviewed all of the proposed changes and recommendations concerning how the library should treat maternity leave. Library policy provides for a pregnant employee to use either sick leave or leave of absence without pay during the pregnancy. After the child is born, an employee is again eligible to use sick leave for five weeks or to apply for a leave of absence without pay. It was recommended that no additional action be taken by the Board on this issue.

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Item number three on the agenda is a proposal from the Public Service department heads regarding circulation periods (copy attached).

In March, the Public Service department heads conducted a study to determine if patrons were abusing the seven day grace period. A second concern was the problem of explaining the seven day grace period to patrons. Based upon the survey's findings, they recommended that the library increase its circulation periods from 7 days to 14 days and from 21 days to 28 days. The grace period would be dropped.

Mr. Seidl researched library literature and found the following information:

3. When a library extends loan periods, high demand materials may be impacted.
4. Extending the loan period may also result in a decline in annual circulation for a period of one to three years.

Overdue notices are sent to patrons at 14 and 28 days. After 42 days, the patron is sent a bill listing the price of the item and the fine (\$4.20). If the patron returns an overdue item (after the grace period) and does not pay for it at that time, a fine is placed on their computer record. The next time the patron attempts to check out material, they are informed of the fine. The reason for not sending fine notices is the expense of generating and mailing the notices.

Mr. Sorensen recommended that the video cassettes also be changed to a two week circulation period. The reason for the one week period is high demand and limited resources. Decatur Public Library's one week policy is the most generous circulation period in Decatur and in downstate libraries. No action was taken on this.

Mr. Seidl asked that periodicals circulate for only one week rather than two weeks; the committee concurred.

The final question concerned renewals. The Public Service department heads recommended that only four week materials be renewed for an additional two weeks. A suggestion was made that all materials could be renewed for two weeks. No action was taken on this suggestion.

Mrs. Lutovsky moved that the committee approve recommendations one to seven of the proposal with the exception that periodicals circulate for only seven days. Motion was seconded by Mr. Oakes and approved.

Circulation Policy, Section B, Part 2.

Present policy:

The normal loan period for circulation of library materials is twenty-one (21) days.

Proposed policy:

The normal loan period for circulation of library materials is twenty-eight (28) days.

Section B, Part 3.

Some classes of materials so designated by the City Librarian are loaned for abbreviated periods of either fourteen (14) or seven (7) days.

Circulation Policy, Section B, Part 4.

Present policy:

During the period May 15 through September 15 certain materials in low demand may, at the discretion of the City Librarian, be circulated for an extended period of forty-two (42) days for vacation use.

Proposed policy:

Delete this sentence.

Circulation Policy, Section B, Part 5.

Present Policy:

Upon being returned to the library, an item may be renewed by a patron in good standing, provided the item is presented for renewal on or before the due date and further providing that the item has not been reserved by another patron.

Proposed policy:

Upon being returned to the library, twenty-eight (28) day loan material may be renewed by a patron in good standing for a period of fourteen (14) days, provided the item is presented for renewal on or before the due date and that the item has not been reserved by another patron.

Circulation Policy, Section C, Part 2a.

Present policy:

Fines shall not be collected if material is returned within seven (7) days of the due date; otherwise fines will accrue from the due date; and

Proposed policy:

a. Fines will accrue from the due date.

re-convened at 9:17. Mr. Sorensen made a motion that the City Librarian's salary be increased three (3) percent retroactive to May 1, 1989. The Assistant City Librarian's salary will remain at its present level. The motion was second by Mrs. Shade and approved.

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The committee will consider in November if the library will close on December 23 and December 30 (Saturdays).

Meeting adjourned at 9:24 p.m.

Respectfully submitted,

James C. Seidl
City Librarian