

Personnel, Policy and Public Relations Committee
March 4, 1999

Judi Moss called the meeting to order at 4:30 p.m. Members present: Mrs. Moss, Sherri Arnold, Pat Greanias, and Shirley Moore. Absent: Mark Gibson. Staff present: Linda Humphreys, John Moorman, and Carolyn Jensen.

Review of management staff pay plan: The policy was reviewed and discussed. Mr. Moorman said that no changes are recommended at this time.

Review of material selection policy: The policy was reviewed and discussed. Mr. Moorman said that no changes are recommended at this time, although the policy will need a total re-write after the move.

Review of sexual harassment policy: The policy was reviewed and discussed. Mr. Moorman said that he will have Mr. Booth review the policy and make sure it is still current.

Review of volunteer policy: The policy was reviewed and discussed. Mr. Moorman said that the library no longer has a volunteer coordinator, although Karen Anderson has assumed some of those responsibilities.

Review of lost & found policy: The policy was reviewed and discussed. Mr. Moorman said that no changes are recommended at this time. This policy was just adopted in August 1998 and is working well.

Other business: Mr. Moorman gave updates on the status of the building project. Part of the library's contractual obligation to Illinois Power for the sale of the library building includes the installation of a backflow preventer in the building's sprinkler system. This will require the water supply to the building to be shut off for a complete work day. It was agreed to close the library on Friday, April 2, 1999. Since this is a library holiday, it will be a paid holiday for each library staff member.

There was no further business. The meeting was adjourned at 5:05 p.m.

Respectfully submitted,

John A. Moorman, City Librarian