

Personnel, Policy, and Public Relations Committee
September 11, 1995

Mr. Pritts called the meeting to order at 4:00 p.m. Members present: Mr. Pritts, Shirley Moore, Stan Sitton, Ellen Spycher, and John Stengel. Staff present: John Moorman and Linda Humphreys. Others present: Kim Bauer and Ed Booth.

Mrs. Moore made a motion to adjourn to closed executive session to consider information regarding the appointment, employment, or dismissal of an employee and to consider information regarding probable litigation. The motion was seconded by Mr. Stengel and unanimously carried on roll call vote. The Board went into closed session at 4:01 p.m. The meeting was re-convened at 5:37 p.m.

Discussion of change to a clerical job description: Mr. Moorman reported that the person in the position he upgraded in the Technical Division has since resigned. The committee agreed that appropriate procedures should be followed to fill the vacancy.

Review of a plan for seeking library user input into library operations: Mr. Moorman presented a proposal. In discussion, it was agreed that 100 people is probably enough for a random sample. Millikin University might be able to conduct the survey. Regarding focus groups, it was thought that they might best be lead by an unbiased outside party. Focus groups could be on specific subjects, including automation, senior citizens, and young adults. The need for user input in the location of the children's room in building renovation was also discussed. Mr. Moorman will revise his plan and present it to the Board at the next meeting.

Mr. Moorman said that he plans to change the job description of the Library Clerk II in the Circulation Division to including working supervision in the absence of the division head.

The Committee will discuss drug screening for potential new employees at the next meeting.

There was no further business. The meeting was adjourned at 6:20 p.m.

Respectfully submitted.

John A. Moorman, City Librarian