

Policies, Public Relations & Personnel

August 20, 1987

Mrs. Martin, Mrs. Murphy, Mrs. Shade, Ms. Ballinger, and Mr. Seidl attended the meeting in the Board Room.

The first item on the agenda was indoctrination of newly appointed Library trustees concerning the material selection policy. A special meeting will be held Wednesday, September 2, to review with the new trustees DPL's present materials policy and materials policies from Springfield and Champaign.

Mr. Seidl reported that work on updating the Library job descriptions has begun. Mr. Chuck Phillips, Director of Human Resources for the City of Decatur, will review the process with the Library staff in early September.

The Library personnel code needs to be updated to include procedures for evaluation and recruitment of professional staff.

The committee recommended that the personnel policy be changed to reflect changes made by the City during recent labor negotiations. The number of sick days accrued was increased from 135 to 240. At retirement an employee shall be allowed to use accumulated sick leave up to 240 days for credit in the Illinois Municipal Retirement Fund. The \$5.00 reimbursement for unused sick leave was dropped.

Code of Library Policy

Personnel F. Section 2, part C, sub-part ii

Sick leave accrues at the rate of 8 hours per month to a maximum of 135 days, except that accrual of sick leave for permanent part-time employees shall be on a pro-rated basis to a maximum of 68 days.

Proposed:

Sick leave accrues at the rate of 8 hours per month to a maximum of 240 days, except that accrual of sick leave for permanent part-time employees shall be on a pro-rated basis.

(sub-part viii)

Upon retirement from the Library, an employee may be paid \$5.00 for each day of his/her unused accumulated sick leave up to 135 days, or unused sick days can be applied toward IMRF pension service credit.

Proposed sub-part viii:

Upon retirement from the Library service, an employee shall be allowed to use accumulated sick leave days up to 240 days for credit in the Illinois Municipal Retirement Fund.

The City increased the amount of money paid for dependent insurance. Effective November 1, 1987, the rate will increase from \$61 to \$75, and on May 1, 1988, to \$80 per month. The Library currently funds dependent insurance at \$71 per month. Mr. Seidl will submit his recommendations to the committee after reviewing the 1988 budget.

Mr. Seidl is exploring the possibility of placing a freeze on temporary pages' salary. The City has a similar policy for their temporary employees. The Library currently pays temporary pages \$5.21 per hour.

The committee discussed methods and procedures for increasing the Library's public relations with the schools and news media.

Meeting was adjourned at 6:35 p.m.

James Seidl