

Policies, Public Relations & Personnel

December 9, 1987

Mrs. Martin, Mrs. Murphy, Mr. Akin, Mrs. Lutovsky, Ms. Humphreys, and Mr. Seidl attended the meeting at 3:00 in the Board Room.

1. Reorganization of the Goals & Evaluation Committee. The members felt that the Goals & Evaluation Committee and the Policies, Public Relations & Personnel Committee had similar issues. Mrs. Murphy felt that the Goals & Evaluation Committee was originally established as a temporary committee. The consensus was to recommend to the Board that the Goals & Evaluation Committee be abolished and that the Chairperson of that committee serve as co-chairperson of the Policies, Public Relations & Personnel Committee.
2. Proposed changes to vacation policy. Mr. Seidl explained that the policy was changed a year ago to allow the staff to take five days of their vacation in one day increments. The experiment was successful. Mr. Seidl asked the committee to consider allowing staff to take their entire vacation in minimum one day increments. This is comparable to most other library policies, and the committee agreed to the following change:

Article III, Part F, Section 2 (a) (viii) of the Code of Library Policy

Current

During the period January 1 to December 31, 1987, one week of vacation may be scheduled in increments of one day. Vacation time will be schedule on a first-come, first served basis, with a minimum of two working days notice. Library staffing requirements will take precedence over vacation. Any additional vacation time must be taken in increments of not less than five days.

Proposed

Effective January 1, 1988, vacation may be scheduled in increments of one day or more. Vacation time will be scheduled on a first-come, first served basis, with a minimum of two working days notice. Library staffing requirements will take precedence over vacation.

3. Proposed holiday changes. Mr. Seidl reported that staff currently have two holidays which may be used as personal leave time (originally Veteran's Day and Washington's birthday). Under the present policy, they must be taken in one day increments. Mr. Seidl recommended that the committee consider a policy which would allow staff to take the time in one hour increments. The committee agreed to the following proposal:

Article III, Part F, Section 2 (g) of the Code of Library Policy

Current

- g. The desirability being recognized for an opportunity by staff to have available on short notice a free day to tend to personal business of an unforeseen nature, one day annually is provided as personal leave.
 - i. Eligibility for the Personal Leave Day is conditional upon employment in the Library on or before November 1 of that fiscal year.
 - ii. Personal Leave Day must be taken within each fiscal year and cannot be carried past April 30 of any given year.
 - iii. A Personal Leave Day may be taken at the discretion of the employee but is conditional upon notification of the employee's department head or other immediate supervisor not less than forty-eight hours prior to being absent on leave.

Article III, Part F, Section 2 (b) (ii)

Current

- ii. A free-floating holiday is also authorized for each permanent employee in each fiscal year, said holiday to be scheduled by the employee's immediate supervisor to be taken at the mutual convenience of the employee and his department. Eligibility for the free-floating holiday is conditional upon employment in the Library on the preceding official day of observance of Washington's Birthday, the holiday that was converted to the free-floating holiday. The City Librarian is authorized at his discretion to extend an employee's use of this holiday through the first month of the succeeding fiscal year.

Proposed

Effective May 1, 1988, delete Article III, Part F, Section 2 (g)

Change Article III, Part F, Section 2 (b) (ii) as follows:

- ii. Effective May 1, 1988, staff are entitled to sixteen hours personal holiday leave per fiscal year. This leave may be taken in increments of one hour or more. All personal holiday leave must be approved in advance by the employee's immediate supervisor (except in an emergency situation), and is contingent upon adequate staffing.

New employees who are employed between May 1 and October 31 are entitled to 16 hours personal holiday leave that fiscal year; those employed between November 1 and April 30 receive 8 hours personal holiday leave for that fiscal year.

Personal holiday leave must be used within the fiscal year.

4. Consider the addition of a residency requirement for non-civil service library employees.

The committee discussed this issue and decided to take no action.

5. Discuss a request to take local history materials out of the library for photocopying.

Mr. Seidl explained that the library gets one to two requests per year to take material out of the local history room for copy purposes. Many items in the local history room are the only existing copies and can not be replaced. One idea is that a staff member could accompany the person and the materials out of the building - for an hourly fee to be paid to the library. (Mrs. Murphy left at 3:38.) The committee felt that they wanted to cooperate as fully as possible with the people, however, they asked Mr. Seidl to get more information on whether or not the person could bring their photography equipment into the local history room, etc.

6. Consider a policy for patrons who have returned a videocassette damaged beyond repair.

Mr. Seidl said that although it has not happened yet, someone is going to use one of the videocassettes, and at no fault of the patron, the videocassette will be damaged beyond repair. At that point, the patron will be charged the full price of the tape, some of which are as high as \$500. This will cause bad feelings and give bad publicity which the library does not need. The committee agreed with Mr. Seidl's idea to make an administrative policy which will allow for a \$70 maximum charge for any videocassette which is unintentionally damaged; also that there be no charge for unintentional damage after the 250th circulation of a videocassette. Additionally, the patron has been allowed to replace the damaged tape in kind if he chooses.

7. Christmas and New Year's holidays - 1988. In 1988, Christmas Day and New Year's day are on Sunday. Therefore, the library will be closed on Monday, December 26 and Monday, January 2 for the observance. To alleviate scheduling problems, Mr. Seidl recommended that the committee approve closing the library on Saturday, December 24, and Saturday, December 31, 1988. Those Saturdays would be the day off for public service people for those two weeks. The committee agreed with this idea.
8. Election Day holiday - 1988. Mr. Seidl reminded the committee that presidential election day is a holiday for library employees. The library will be open that day during normal holiday hours (9 a.m. to 5:30 p.m.).
9. Other business. Mr. Seidl recommended that the circulation policy be changed to reflect the new material selection policy changes regarding the age for young adults. The following change was agreed upon:

Article II, Circulation of Library Materials Part A, Section 2, c, (i)

Current


Patrons may apply for registration as young adult patrons at age 14 or upon reaching the ninth grade in school, whichever occurs first.

Proposed

Patrons may apply for registration as young adult patrons at age 13.

10. There was no further business. The meeting was adjourned at 4:15 p.m.

Respectfully submitted,



James C. Seidl
City Librarian

JCS:lh