

Personnel and Public Relations Committee

Minutes

Meeting, May 2, 1985

Present were John Mueller, Edith Rossiter, and Martin Seidman. Also present was Robert Dumas.

In the absence of Reba Jackson the meeting was called to order by John Mueller at 7:10 p.m.

The agenda consisted of one item, a proposal by Mr. Dumas to change the manning table of the Library by the addition of a new position.

In response from questions by the Committee, Mr. Dumas explained that currently there are eleven people who report to him and that there is little likelihood of that changing in the near future. Efforts to attract suitable candidates for the position of Supervisor of Technical Services have not been successful. Meantime the Board is undertaking new evaluation procedures which will require that more time be spent on administrative duties which will lessen the time available for supervisory duties. As a result of these considerations, Mr. Dumas proposed the creation of a position of Assistant City Librarian. Mr. Seidl would be advanced to this position if it were approved by the Board. As a result, there would be seven people reporting to the Assistant Librarian and seven to the Librarian. The newly created position would be funded by wages allocated to the Supervisor of Adult Services augmented by funds budgeted for Supervisor of Technical Services. The remaining funds allocated to Supervisor of Technical Services would be used to enlarge the Catalog Department staff by one cataloger. This additional staff member would permit the Cataloging Staff to begin expansion of the bibliographical record on a prospective basis as planned when the Library acquired a stand-alone computer.

Mrs. Rossiter asked what salary was being proposed. Mr. Dumas advised that in making a recommendation on that he would be guided by Mr. Phillips at the City.

Mr. Mueller recalled that the Army, which he noted had great need to keep a simplified and responsive administration, recommended that an administrator not have more than five people reporting to him and that the proposal on that basis sounded good to him.

Mr. Seidman asked whether the two supervisory positions would be retained in the manning table. Mr. Dumas said that he was proposing an addition to the manning table, not the replacement of these two positions by an assistant librarian. The two positions would therefore be available for future need but would not be funded in the short term.

After more discussion, the Committee directed Mr. Dumas to work with Mr. Phillips in drawing up a new job description for the position. When the new job description and pay grade are established and agreed to by the Committee, it will move the adoption of a modified Classification and Pay Plan for the Policy Manual.

The Committee adjourned at 7:40 p.m.

A handwritten signature in black ink, appearing to read "R. H. Dumas". The signature is written in a cursive style with a large, sweeping "S" at the end.