

Personnel and Public Relations Committee

Meeting, May 3, 1984

Minutes

Present were Mr. Mueller, Mrs. Rossiter, Dr. Seidman, and Dr. Grieve, Chairman. Also present were Mrs. Alpi, ex officio and Mr. Dumas, City Librarian.

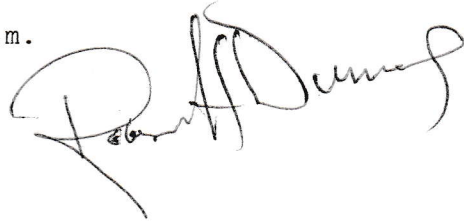
The meeting was called to order by Mr. Grieve at 7:05 p.m. in the Administrative Office. On the agenda were three matters relating to Library policy.

- (1) The Library policy currently provides for a free floating holiday and a personal leave day to be taken annually before May 1. There is no provision in policy establishing conditions of eligibility. As a result two employees hired in April each had to be scheduled for these two free days in their first weeks of work. In addition, these two staff had a holiday for Good Friday. The scheduling of three holidays in a three week period created problems. The simple fact of the holidays on short employment was not a cause of concern since the extra time compared with a normal term of employment is not a large amount. The scheduling problems are a concern however and Mr. Dumas suggested that some term of employment be established as an eligibility condition in the future for the floating holiday and the personal leave day.
- (2) Since deferral of the floating holiday to the last month of the year can also create scheduling problems if a significant number of staff so defer utilization of this holiday. Mr. Dumas requested authority to extend, at his discretion, the deadline for use of the floating holiday to May 30 in the following fiscal year. He indicated that he would authorize departments to schedule floating holidays not used on April 1 but if too many staff were involved he would need authority to continue this scheduling past the end of the fiscal year.
- (3) The Review source formerly used to acquire non-musical sound recordings has ceased publication. There is ample scope within the policy to continue acquisition of most material of this type with the exception of sound recordings in the fields of variety materials and humor.

After deliberating the problems posed by the items on the agenda and discussing the details of the problems and the policy changes recommended by Staff, the Committee directed Mr. Dumas to prepare motions for consideration by the Board to

- (1) Amend the policy on the free floating holiday by providing as a condition of eligibility for employees hired within the fiscal year that they be employed on official day of observance of Washington's Birthday, the holiday that was converted to the floating holiday;
- (2) To amend the policy on the free floating holiday to provide that the City Librarian could at his discretion extend the deadline for using this holiday to May 30 in the succeeding fiscal year;
- (3) Amend the policy on personal leave day to provide that an employee hired within the fiscal year be eligible for the personal leave day during that year if he had begun employment on November 1 of that fiscal year or before.
- (4) That the Materials Selection policy be amended to permit acquisition of sound recordings in the area of variety entertainment and humor on the basis that quality standards will be considered met if such works (a) were aired on the Public Radio or Television networks or were syndicated radio programs or concert hall presentations; (b) were recordings by artists who had received recognition in the appropriate field as indicated by being winners or nominees of such awards as the Emmy or Grammy Awards; and provided that (c) acquisitions shall not include material that achieves its appeal by sensational, erotic, scatological, or cheap exploitative means.

The meeting was adjourned at 8:00 p.m.

A handwritten signature in black ink, appearing to read "Robert A. Dunning". The signature is written in a cursive style with a large, prominent initial "R".