

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Personnel, Property and Public Relations Committee Minutes

Date: September 3, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Dr. Priscilla Palmer
Gregg Zientara
John Phillips

Staff: Rick Meyer, City Librarian
Robert Edwards, Asst. City Librarian

Other Board Members:

Absent: Dr. Susan Kruml (Chair), Mark Sorensen,

Call to order

Dr. Priscilla Palmer called the meeting to order at 4:35 p.m.

Agenda

Motion to approve agenda made by Dr. Priscilla Palmer, seconded by Mr. Phillips, unanimously approved

Minutes of Previous Meeting

Motion to approve June 2015 minutes made by Dr. Priscilla Palmer, seconded by Mr. Phillips, Mr. Zientara abstained

Old Business

Trustee By-Laws

Mr. Meyer informed the committee concerning the Decatur Public Library trustee by-laws revisions that had been reviewed by the committee members in previous meetings. He stated that the reasons for the revisions included unrevised City timelines concerning report and budget submissions. He added that there were also conflicts between the City code and State statutes. Mr. Zientara asked Mr. Meyer to explain the references to the City code in the by-laws. Mr. Meyer explained that the references were verbatim from the City code. Mr. Zientara asked about the annual meeting dates and reporting. Mr. Phillips stated that during earlier meetings the board had discussed the option of aligning annual board meetings and the replacement of new members at around the same time. There was more discussion by the committee about the by-laws and need for revisions. Motion to present the revisions to Board of Trustees by Mr. Zientara, seconded by Dr. Palmer, unanimously approved

Management Personnel Policy

Mr. Meyer stated that the Personnel, Policy and Public Relations had discussed revisions for the Management Personnel Policy. Mr. Phillips asked if there was anything in the policy that could be

considered controversial. Mr. Meyer said that some questions have surfaced about a few of the sections. There was discussion about recruiting and incorporating a diversity statement. Dr. Palmer stated that she thought that it wouldn't hurt to have a diversity statement included in the policy. There was discussion about the current definition of the library management work week and overtime. Mr. Meyer stated that some adjustments had also been made on the salary scale. Mr. Zientara gave his thoughts on his experience with various management review processes. Mr. Meyer said that he didn't have any opposition to any of the processes mentioned by Mr. Zientara. Mr. Phillips stated that from his past experiences, he had reservations about automatically applying raises across the board to staff. There was discussion about performance evaluations and raises. Dr. Palmer stated that she felt that the evaluations should be conducted in a timely manner. Mr. Phillips said he thought Mr. Meyer should write up something suggesting how he would like the process to go and present it to the board. Mr. Meyer answered that he wanted to somehow untie staff raises from anniversary dates. Mr. Phillips said he would like for management to have more flexibility in the evaluation process. Mr. Meyer stated that there has been discussion during the revisions about changing the amount of vacation time, sick time, bereavement time and the holidays taken off. Mr. Zientara suggested they could take a look at what the City does. Mr. Phillips said the progress of the City Librarian's evaluation would be reported by Dr. Kruml later.

Meeting Adjourned

Motion to adjourn by Dr. Palmer, seconded by Mr. Zientara, unanimously approved
Meeting adjourned at 5:30 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 10/01/2015