

Personnel and Public Relations Committee Meeting

Minutes

December 1, 1983

Present were Reba Jackson, John Mueller, Edith Rossiter, William Grieve, Chairman, and Sharon Alpi, ex officio. Also present was Robert Dumas, City Librarian.

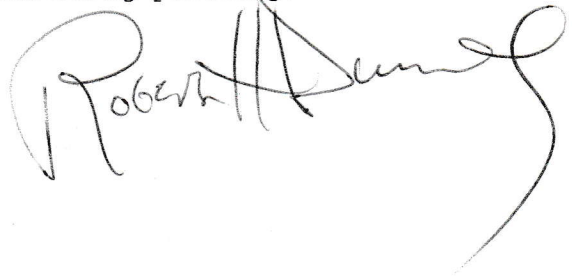
The first matter for discussion related to what had been thought a routine personnel change. As a result of the retirement of Mrs. Harper, there was created an opening for a full-time Library Assistant in Reference. Mrs. Roelleke, half-time assistant, expressed an interest in having her hours expanded. At approximately the same time other full-time vacancies occurred with a similar expression from half-time staff. In all there were three instances of half-time being advanced to full-time status. The proratings of vacation posed no problems, but there was a problem in proration of step increases which are normally figured from anniversary date of appointment to a position. The City indicated that there were problems in incorporating another date in personnel records and that the pay increments for these three staff would have to be based either on original appointment date or appointment date of full-time status: in the former case the calculation would work to the employee's advantage and result in a pay increment occurring sooner in terms of hours of experience for these staff than for other full-time staff. In the latter instance, these staff would be penalized. It was the consensus of the Committee that these staff should not be penalized because of certain "Bureaucratic" requirements. At a future meeting a policy could be considered for presentation to the Board that would deal with this situation, the point being that if policy were to have an adverse effect, the employee should have prior knowledge of it before making a change. A policy that made the relative closeness of the two dates a determining factor was suggested.

The next item in the discussion related to whether a change in policy were called for with respect to damage of audio-visual materials. Mr. Dumas reported the concern of Mr. Seidl, Supervisor of Adult Services, with respect to video cassettes because of the high price of some items. Current policy provides that when material is damaged beyond repair the patron who had checked the item out must pay for the item. This is well understood and there is no problem with print material where the cost is seldom over \$20, but there may be a problem with video cassettes where the cost may range upward from \$60 to more than \$400. There is little possibility of damage through carelessness. Damage would generally be a result of machine malfunction and the first indication of machine malfunction would be a damaged item. A patron may therefore feel aggrieved at being charged a substantial amount for something which he feels was not in his ability to prevent. After discussion, the Committee concluded that no change in policy was dictated, but did suggest that patrons should be made aware of the extent of their potential liability, recommending that a price label be attached to each cassette.

The next problem related to charging for damages to phonodiscs. Although records are inspected and cleaned after each circulation, it is possible that a scratched record may escape the notice of the inspector. Mr. Seidl noted also that records are used in-house and that they may be scratched at this time and escape the notice of staff. Mr. Dumas recommended and the Committee agreed to present a motion at next Board meeting that would provide accepting the patron's word for a maximum of three items that he was not responsible for a damaged phonodisc.

Mr. Dumas requested guidance with respect to the policy on damaged materials. From time to time books or other printed material are returned from circulation and cannot be recirculated for several weeks because they smell bad. There is currently, for example, a patron who returns material with a strong odor of cat urine associated with it. It was the Committee's advice to treat such material as utterly damaged and to require payment for it, and at the same time to admonish the patron that continuation of the problem will result in the cancellation of borrowing privileges.

The Committee adjourned at 8:15 p.m.

A handwritten signature in cursive script, appearing to read "Robert Dumas". The signature is written in dark ink and is positioned to the right of the text "The Committee adjourned at 8:15 p.m.".