

UNAPPROVED
MINUTES OF THE MEETING
OF THE
MEAD PUBLIC LIBRARY BOARD
PERSONNEL COMMITTEE
Thursday, January 13, 2011

The meeting of the Mead Public Library Board Personnel Committee was held on Thursday, January 13, 2011 in the Library Board Room. Present Committee Members: Ald. Montemayor (presiding), Mrs. Quicker, Ms. Wortche, and Mr. Zelp. Other Board Members Present: Mr. Nelson and Ms. Quinn. Staff Members Present: Ms. Winkle and Mr. Zehfus.

1. & 2. Ald. Marilyn Montemayor called the meeting of the Personnel Committee to order at 11:30 a.m. and determined there was a quorum present.

3. Mrs. Quicker **moved** to approve the minutes of the Personnel Committee meeting of December 16th, 2010. **Seconded** by Ms. Wortche. The motion **passed**, 4 – 0.

4. Mr. Zehfus distributed a revised Mead Library Salary Schedule effective 1/1/2011. The revision changes the Information Technology Assistant I job to Library Grade 3 and Information Technology Assistant II to Library Grade 5. No action was taken on this report.

5. Ald. Montemayor began review and possible action on adoption of the following position descriptions.

Deputy Director: Ms. Winkle reported this Job Description is based on the one used when Rick Gustafson held the position prior to elimination of the position in 2006. The reinstated position is compensated at Library Grade 14 as before. Duties that distinguish this position from that of the Business Manager position include supervision of selected library managers and working with the Director on Foundation matters. Ald. Montemayor **moved** to recommend approval of the Deputy Director Position Description to the Board. Mr. Zelp **seconded** the motion. The motion **passed**, 4 – 0. Following adoption of the position description Ms. Winkle will promote Mr. Zehfus to it. The Business Manager position will be eliminated. These actions reflect the Table of Organization adopted by the Library Board at its December meeting. In keeping with the Library Board promotion policy, the salary for Mark Zehfus as Deputy Director will be approximately \$75,700 annually. This is an increase of \$3,600 from his January 2011 rate, which is based on five unpaid furlough days approved for 2011. Mrs. Johnson, who was unable to attend this meeting, had e-mailed her concerns about the Deputy Director compensation to all Library Board members prior to this meeting. The Committee addressed the concerns she expressed in that e-mail as the members present understood them.

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Director: Ms. Winkle reported this Position Description has changes that parallel the reporting changes in the Deputy Director Position Description. Mr. Zelpe **moved** to recommend approval of the Director Position Description to the Board. **Seconded** by Ms. Wortche. The motion **passed**, 4 – 0.

Public Information Specialist: Ms. Winkle stated this is a title change to the position description coupled with significant changes in functions, knowledge and abilities to reflect greater technology responsibilities and website management duties. Mrs. Quicker **moved** to recommend approval of the Public Information Specialist Position Description to the Board. **Seconded** by Ms. Wortche. The motion **passed**, 4 – 0.

Information Technology Assistant I and Information Technology Assistant II: The Position Descriptions were distributed by Mr. Zehfus. These superseded the position description in the Agenda packet. Mr. Zehfus reported how the Position Descriptions were drafted and the expectation that an Information Technology Assistant will perform duties independently with either general or minimum supervision. The Information Technology Assistant I is compensated at Library Grade 3 and the Information Technology Assistant II at Grade 5. These designations parallel compensation grades for Library Assistant positions with similar levels of responsibility. The Table of Organization adopted by the Library Board at its December meeting includes one Information Technology Assistant, working half-time (20 hours/week). The Library intends to post the vacant position at Information Technology Assistant I. Ms. Wortche **moved** to recommend approval of both Information Technology Assistant I and II Position Descriptions to the Board for approval. Mr. Zelpe **seconded** the motion. The motion **passed**, 4 – 0.

6. Ald. Montemayor confirmed that she will present the Committee report to the Mead Public Library Board at its meeting of January 27.
7. The date of the next meeting will be determined as needed.
8. Seeing there was no further business, Ald. Montemayor adjourned the meeting at 12:06 p.m. .

Recorded by Sharon Winkle, Library Director