

Minutes (Draft)
Mead Public Library
Human Resources Committee
May 13, 2014

The meeting of the Mead Public Library Board Human Resources Committee was held on Tuesday, May 13, 2014 in the Library Board Room. Present committee members were: Mr. Nelson, presiding; Ms. Quinn, Mrs. Segalle, Ms. Wortche and Mrs. Norman. Present staff members: Mr. Erickson and Mrs. DeAmico.

1. Nelson called the meeting to order at 2:40 p.m.
2. Nelson determined there was a quorum present.
3. Quinn **moved** to approve the Human Resources Committee minutes of November 14, 2013. The motion was **seconded** by Wortche. The motion **passed**.
4. **Discussion and Possible action on updating job descriptions**
Erickson reviewed the job description updates for the Information Technology Specialist, Page Supervisor, Chief Maintenance Technician, Maintenance Technician I, and Administrative Assistant. Erickson explained the changes were made to reclassify titles from Specialist II to Page Supervisor, Office Assistant to Administrative Assistant, and to correctly change who the positions report to and update position responsibilities. Erickson also pointed out that each position description now includes references to computer technology in the Knowledge and Abilities section. Erickson also explained that work schedules are now set for each employee, rather than using weekly, changing schedules. This change allows more time for the managers to perform other tasks, and allows employees to better plan ahead.

Segalle **moved** to recommend to the full board to accept the Position Description changes; Norman **seconded** the motion. The motion **passed**.
5. **Discussion of updating employee evaluation system**
Tabled to the next Human Resources Committee meeting.
6. **Discussion of process for evaluating library director**
Tabled to the next Human Resources Committee meeting.
7. **Discussion and possible action on changes to the 2015 Table of Organization**
Erickson lead the discussion on the 2015 Table of Organization changes and pointed out it now better reflects the personnel categories. The FTE levels for the librarian and library assistant positions have been updated. Erickson explained another proposed change in removing the "Specialist" titles in the Public Service, and Support Service

areas. The work of the specialists is very similar to librarians or library assistants and this change allows us to cut down on the number of job titles across the organization. Erickson also explained that some of the tasks for specific pages have changed recently, especially those pages formerly working on the second and third floors on the customer service desks. Pages are now performing tasks listed on their job descriptions, mainly working with the various collections. The table also will reflect the title changes once they are approved by the Board of Trustees. Norman asked why the 2015 Table of Organization (TO) reflects more FTE's in 2015 vs. 2014. DeAmico explained the "Page" category was calculated differently for the 2015 TO vs. the 2014 TO. The 2015 TO page hours were calculated on a one year *actual* working hours vs. *estimated* number of working hours. Specifically, the 2015 TO reflects the actual numbers taken out of the Munis accounting system. Norman also asked if there is enough staff to handle patron needs, especially in the Teen Center. Erickson assured Norman with the changes that were made, we have the staff needed to cover this service point.

Norman **moved** to recommend to the full board to accept the 2015 Table of Organization, and Segalle **seconded** the motion. The motion **passed**.

8. Discussion and possible action on approval of the proposed 2015 Budget

Erickson lead the discussion explaining that with eleven Pages leaving in Fall of 2014, the decision was made to re-hire only three replacements. Also, there was an unexpected retirement recently and two other possible retirements in 2015. These positions would be replaced by employees at the beginning of the pay scale. With the hiring of the replacement positions, administration is also considering hiring several part-time positions rather than full time positions. This change allows greater flexibility in scheduling, along with a potential decreased cost in healthcare costs. Erickson also pointed out that the 2015 Budget removes the three furlough days and allows for a 2% merit raise possibility. Segalle stated she did not agree with a 2% merit raise across the board. DeAmico explained that she calculated the 2% merit raise across the board just to arrive at a calculated figure. This doesn't necessarily indicate that all employees would receive the 2% merit raise; they could get 1% or possibly no merit raise. Erickson explained that the merit raise would be based off of the employee's evaluation. Erickson also explained the 2015 Budget allowed hours (per week) increases to some existing staff in order to accommodate the hours needed for scheduling. There is a promotion built in for one staff member. Erickson also pointed out the title change for one staff member from Specialist to Librarian I. DeAmico summarized the changes to staff levels in the 2015 Budget and both DeAmico and Erickson pointed out that the 2015 Budget is based off of actual expense and actual staffing hours worked.

Segalle **moved** to recommend to the full board to accept the Human Resources portion of the 2015 Budget. Wortche **seconded** the motion. The motion **passed**.

9. Discussion of updating employee handbook, benefit-related policies

Tabled to the next Human Resource Committee meeting.

10. Discussion and update on cleaning service

Erickson addressed the Enviro-Clean Inc. cleaning service and explained that the *final* contract with Enviro-Clean does not specify the number of staff working each evening, but measures effectiveness based on whether the job is being completed. Nelson pointed out that the contract is a 3-year contract. Erickson informed the committee that there is a 30-day clause in the contract that MPL could exercise if they wanted to terminate the contract early due to performance or other valid issues. Erickson stated that he met with the owner of Enviro-Clean and pointed out some of the concerns that Pete Eisch has with the cleaning job and Enviro-Clean staffing issues. These issues have been addressed with Scott Sager, owner of Enviro-Clean. Enviro-Clean will place a notebook in the custodial closet so library staff can document issues with the cleaning service staff which need to be corrected. Erickson assured the committee members that there is a better handle now in regards to what is in the final contract. Pete will be contacting Scott Sager in regards to any concerns at MPL. In Pete's absence, Diane Kallas will be the contact for the MPL. Pete and Diane will be giving status reports to Erickson. A more in-depth report was tabled to the next Human Resources Committee meeting.

11. Future Human Resource Committee agenda items – Discussion only. The items requiring future Human Resource Committee agenda items are item #5, item #6, item #9, and item #10.

12. Next meeting: June/July or as needed

13. Adjourn: Quinn **moved** and Segalle **seconded** to adjourn the meeting at 3:50 p.m. The motion **carried**.