

Personnel Committee Meeting June 22, 2017 at Noon

Present: Trustees: Michelle Pruum, Jo Dergo, & Carol Anderson; Rose Gilman, Director

- Purpose of the meeting: develop job descriptions; a discussion was held on whether these should be detailed or specific; the committee prefers general duties to give the director flexibility to adjust as needed
- Director doesn't feel a title is necessary for Youth Services (previously Children's Directory)
- If the circulation manager leaves, director will change that position to Circulation Coordinator, creating a person in charge when Rose is out of the building and creates a more exempt position, allowing the library to keep down the number of employees (minimum pay for exempt is \$47,000 & goes up from there). This allows the director to keep a tighter rein on spending.
- Since Circulation Clerks assist with computers, serve as reader advisory, and many more duties, the director would like to change the title to Circulation Assistants.
- There was a discussion of who approves time off; currently it is the director. The work schedule is currently done by Jenny, with the approval of the director.
- Evaluations of employees will begin soon; these are important to determine future raises.
- The committee went over the Staff Structure now; Rose is trying to control IMRF positions & prefers hiring 12-14 hour employees for up to 18 hours so that they stay under 19 hours.
- Jean was given a hefty salary bump & title to reflect the work she does.
- There are over 300 patrons registered in the Summer Reading Program so far.
- Libraries are changing titles & being more creative with employees.
- Rose will work on the Structure chart & share with this committee and the full board.

The meeting adjourned at 12:40