

**Oregon Public Library
Personnel Committee Meeting Minutes**

Monday, March 4, 2019 at 5:00 p.m.
Sue Ames Room, Oregon Public Library

1. Call to order: The meeting was called to order at 5:00 p.m.
2. Roll call: Laura Shtaida and Coral Goplin were present.
3. Adopt/amend agenda – Motion by Goplin to amend agenda to discuss 5c first. 2nd by Shtaida. Motion carried.
4. Approve minutes from 2/06/2018 - Motion to approve the minutes by Goplin. 2nd by Shtaida. Motion carried 2-0.
5. Discussion and Possible Action Items
 - a. **Additional Staffing Needs** - The Step Plan had previously planned for the addition of library staff in 2019 and 2020. At budget time, the staffing planned for 2019 was deferred to 2020 to ensure that the additional hours were added in a way that best meets the library needs. For 2020, we anticipate requesting two part-time positions to be split between circulation and the reference department. This will benefit all departments. Additional discussion took place about the need for additional staffing in the new library. Jennifer will compare staffing levels with other libraries having similar square footage as the new library.
 - b. **Exempt/Non-Exempt Status for Circulation Supervisor Position Description** – Dr. Busler arrived at 5:15 pm. **Motion by Goplin to recommend to Library Board to accept change to Circulation Supervisor position description to “non-exempt” and to research what would allow it to be exempt and revisit the status when or before we add additional staff. 2nd by Dr. Busler. Motion carried.** Dr. Busler noted that in order to be exempt, you have to have supervisory responsibility and this is covered in the Fair Labor Standards Act. Looking at the position title and description, this position is a likely candidate to qualify.
 - c. **2019 Salary Schedule and Staff Wages** – Some of the Management Team positions were adjusted in 2018 and/or 2019. The Village Board had previously recommended that any wage adjustments be completed over a three year period. Agreement previously reached with the Village was to go over a period of years to treat everyone equitably. However, this year some wage adjustments were made all in one year. Way will verify with the Village how they prefer wage adjustments be conducted in the future. Way presented the current salary schedule and wage comparison with comparable communities following the format/procedure used by the Village in their 2018 wage adjustment process. It was noted that some positions were difficult to compare using that format due to the variety of titles, responsibilities, and how these play out in varying libraries.

Motion to pursue market wage adjustments for positions which have not recently been adjusted by Shtaida. 2nd by Dr. Busler. Motion carried. The Committee wants to decide what we believe is the right choice to meet to move them towards the mid-range assuming they are meeting expectations. How can we explain to the Village to make sure they are understanding? To approach, we will start with the Salary schedule and see where we think we should go and use the comparable communities to make sure that moving towards the mid is equitable. We will look at moving people to the mid over three years. Way should provide the following information for the next meeting 1) add years of service to salary schedule 2) add difference from mid to current wage to salary schedule and 3) discuss the recommended term for wage adjustments with the Village Administrator. It was noted that we should make sure employees are meeting expectations before pursuing wage adjustments; it is the Director’s discretion whether employees are meeting expectations.

- d. **Library Director Performance Evaluation:** Way will be reaching one year of employment in July. The Observer recently made a records request for performance evaluations for all department heads. The Village evaluation form and Library Director process from last year were presented for discussion. Dr. Busler is generally not in favor of similar evaluation forms. He recommended categories such as work on the new building, transition of building culture, interaction with the Board, and interaction with the Village. The process used for the Library Director historically has tended to be a narrative opposed to a rating system. The level to which the Director is meeting expectations, exceeding or not meeting them has been addressed within that framework. Goplin commented that she also prefers a more narrative style and noted the position description as a framework for evaluation. Goplin likes the idea of soliciting the feedback and having one person take point on combining into a cohesive unit. New building, transition, relationships (staff, board and village board) are good topics. Likely include for things to look for next year. Goplin inquired if there has been the opportunity for the Director to ask how they feel supported and make a statement. Dr. Busler noted that there always was a conversation in closed session on the wrap up part of the evaluation and that it was very appropriate to have that conversation. The next step would be to write questions and put framework together. The Library Board is the governing supervisor. Offering questions to library staff as well has been done. The evaluation has been done at the personnel committee meeting level with the committee adjourning to closed session for the evaluation. Goplin will frame out proposed questions for library board and staff.
- e. Next meeting: April 24 at 5 PM. Goplin will create draft of questions to send to board members and staff.
- f. Closing and Future Agendas – No additional items.
- g. Adjournment – Motion to adjourn by Dr. Busler. 2nd by Goplin. Motion carried.