



Loutit District Library

Expanding Horizons, Enriching Minds

PERSONNEL COMMITTEE MEETING

MINUTES

February 18, 2020

Present: Bulthouse (Chair), Menerick, Osmun (via phone), Rusco, and Martin

Also present: Brooks, Derdowski, FitzGerald, Knight, Moore

Absent: None

Bulthouse called the meeting to order at 4:30pm in the Administrative Conference Room.

1. Minutes from the January 28, 2020, meeting were approved as written.
2. Minutes from the February 3, 2020, Finance Committee meeting were reviewed and received.
3. Review of Staff Job Descriptions
 - A. Organizational Chart – Committee reviewed a proposed new org chart. This proposal will gather all Building and Technical Services work under a Director of Library Operations (Kerry), Finance and Human Resources under Sara, and library programming and public services under Michelle.

Motion by Menerick, second by Rusco, to recommend to the Board adoption of new Organizational Chart. Motion carried.

- B. Revised job descriptions for Library Director, Assistant Director, Library Operations, Assistant Director, Finance and Human Resources, and Assistant Director, Library Services were discussed. Committee members recommended that the position of Assistant Director, Library Operations be named as Acting Director in Director's absence.

Motion by Menerick, second by Rusco, to recommend to the Board that job descriptions for Library Director, Assistant Director, Library Services, Assistant Director, Finance and Human Resources and Assistant Director, Library Services be adopted.

4. Salary Study Update -- Derdowski updated the Committee on salary study progress with Brian Mortimore. Goal is to have study completed by May so changes, if necessary, can be implemented in the FY 2020/21 budget.
5. Other:
 - A. Bulthouse spoke about de minimis gifts for staff and suggested a summertime, mid-year luncheon for staff and board members, perhaps in early June before the start of summer reading programs.
 - B. Derdowski reported that background checks for staff and volunteers will begin soon.

C. Paid Time Off policy – Due to confusion and implementation issues, Derdowski recommended altering the policy to remove the minimum usage language.

Motion by Menerick, second by Rusco, to recommend to the Board to strike the requirement that PTO must be used in .5 hour increments. Motion carried.

Next meeting: Joint meeting with Finance Committee, Tuesday, March 10 at 4:30pm in Program Room B.

Meeting adjourned – 5:19pm

Respectfully submitted,

John Martin, Library Director