



Loutit District Library

Expanding Horizons, Enriching Minds

PERSONNEL COMMITTEE MEETING

MINUTES

January 28, 2020

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

Also present: Derdowski, FitzGerald, Moore (arrived at 4:42)

Absent: None

Bulthouse called the meeting to order at 4:38pm in the Administrative Conference Room.

1. Minutes from the January 2, 2020, meeting were approved as written.
2. Minutes from the January 7, 2020, Finance Committee meeting were reviewed.
3. Review of Staff Job Descriptions
 - A. Organizational Chart – Committee reviewed a proposed new org chart (attached). 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.

After discussion, the Osmun moved, second by Menerick, to recommend changing job titles to Library Operations Director, Finance and Human Resources Director and Library Services Director, and to adopt the new organizational chart. Motion carried.
 - B. Revised job descriptions for Library Director, Library Operations Director, Finance and Human Resources Director, and Library Services Director were recommended for presentation to the board for approval as proposed.
4. Salary & Benefits Survey -- Cost estimates to conduct a salary and benefits study for the library, and possibly also the Spring Lake and Muskegon Area district libraries, were recently obtained. Three proposals were received with a fourth, the Michigan Municipal League, responding that they are interested in doing the study but cannot take on the task at this time.

Proposals were received from Merces Consulting of Royal Oak, Michigan, Pontifex of Minneapolis, Minnesota, and Mortimore Consulting, LLC from the Grand Rapids area. Costs for each were:

Merces -- \$7,500 plus \$1,200 for travel.

Pontifex -- \$7,500 plus \$2,750 for travel

Mortimore -- \$9,000

In discussion with Merces and Mortimore, both consultants indicated the study may be more useful if they are studying one library versus multiple libraries. We may receive more detailed, individualized information from a study of each library rather than as a whole. The cost savings are negligible and are really only a factor when travel to present the report to the board is involved. Brian Mortimore is the Human Resources person at Kent District Library, and while he does work for other governmental units as well, his knowledge of libraries may be greater than either Pontifex or Merces.

Motion by Menerick, second by Rusco, to recommend to the board that staff pursue a contract with Mortimore Consulting for a salary survey for LDL only, to obtain and check references, to obtain pricing for a follow-up study in one to two years, and to inquire about a benefits study in the future.

Funding for this study is not included in this year's budget and will need to be added through a budget amendment in June. Mortimore has indicated that the study could be completed within eight weeks or so to allow the library to implement changes if needed in the FY20/21 budget.

5. Proposed Staffing Changes – As part of short and long-range planning for the staffing needs of the library, staff brought forward several proposed changes. These were:
 - A. Hire Maintenance Technician for 20 hours per week at the rate of \$18.50 per hour. This position was budgeted for FY 2019/20 but has not been filled. Shawn Wolfe was hired as a contractual employee at \$20 per hour in mid-October and his contract runs through mid-February. It is proposed to hire Shawn as a part-time employee at \$18.50 per hour beginning February, 3, 2020.
 - B. Add a Reference & Information Library Assistant II, 24-hours per week, beginning March 1, 2020. This is new position with technological and teaching skills that will replace an existing 24-hour per week Library Aide II position.
 - C. Increase hours for two Library Aide II positions in Reference and Information from 24-hours per week to 28-hours per week. These employees provide direct patron contact at the Information and Local History desks, work directly with patrons in the public computing area, and provide one-on-one technology assistance with library patrons.
 - D. Eliminate one 24-hour per week Library Aide II position in Reference and Information Department. This position was one of three in Public Computing when it was located on the lower level. Now that computers are relocated behind the Information Desk, staffing needs have changed. This position is proposed to be replaced with a Library Assistant II position (5.B. above).

Committee agreed to recommendation of Maintenance Technician position, 20 hours per hours at \$18.50 per hour.

Motion by Menerick, second by Rusco, to recommend to the board adoption of the proposed elimination of the Library Aide II position and addition of the Library Assistant II position as presented. Motion carried.

Motion by Rusco, second by Menerick, to recommend to the board an increase of 4 hours per week for each Library Aide II in Reference and Information. Motion carried.

Next meeting: Tuesday, February 18 at 4:30pm in the Admin Conference Room.

Meeting adjourned – 6:00pm

Respectfully submitted,

John Martin, Library Director