

## IMAGINEIF LIBRARIES

Personnel Committee agenda

9/13/21

- I. Review County Personnel Policy - MF
- II. Review Library Personnel Policy - MF
- III. Review Statewide Funding picture - MF
- IV. Review library expenditures overview for past 10 years - MF
- V. Review Interim Director recommendations and thoughts:
  - a. Making sweeping changes may have a destabilizing effect on current staff morale and trigger a wave of employees leaving.
  - b. Lowering pay could make an already difficult hiring situation even worse.
  - c. These two effects could result in a crisis situation for the new Director, making it hard for them to focus on staff and operations. It may even cause them to leave, which would mean the Board would have to conduct another costly search.
  - d. The new Director may have experience in these matters and innovative solutions to help.
  - e. Therefore, as Interim Director, MF recommends making incremental targeted changes in the short term (Fall 21) and planning for other changes to be made later this year during the budget cycle, hopefully in concert with the new Director.
  - f. Areas to immediately address include the Youth Services Librarian position (note that reclassifying this will affect all Professional Librarian positions going forward), the Collections Services Librarian (.75 FTE, 30 hours a week), and Courier and Materials Handling positions, which are paid below living wage currently and extremely hard to hire and retain.
  - g. The recommended process for making changes to salary, with regards to policy, is as follows:
    - i. the Personnel Committee and/or Board to tell the Director what the desired end result is (for example, reclassify positions to save \$XX per year)
    - ii. The Director will analyze operations, the budget and future projections to make a recommendation to the Personnel Committee
    - iii. The Personnel Committee will review the recommendation, make changes and adjustments if needed, and bring the full Board for review.
- VI. Review pay matrix and job descriptions – MF, MS, HR
- VII. Develop recommendation for Full Board to review on 9/23