

**LIBRARY BOARD OF TRUSTEES
PERSONNEL COMMITTEE MEETING
9/13/21 1PM
IMAGINEIF KALISPELL DIRECTOR'S OFFICE**

In Attendance: Heidi Roedel, Marsha Sultz, Martha Furman, Teri Dugan, Micah Drew (Flathead Beacon)

- Furman reviewed both Flathead County and ImagineIF Libraries Personnel policies. These existing policies that have been in place many years and are considered when making any personnel changes. Both policies emphasize the involvement of the library director in process. Furman explained the potential impact that sweeping changes and cuts could have on the library staff and a new incoming director. Furman emphasized the need for the right changes at the right time so as not to cause destabilization in the library. Furman is recommending incremental changes in the short term for now and possible reclassification of open positions could be visited when the new director is hired and when the FY23 budget cycle begins.
- Furman suggested that immediate positions to address should be the Youth Services Librarian, Collection Services Librarian, Materials Handlers and Courier positions. Sultz said the library structure and procedures are in place and the board should not disrupt the process.
- Furman reviewed local tax revenue and expenditures from FY12-FY21. Revenue and expenditure percentages and comparisons were reviewed.
- The standard county pay matrix was reviewed. The job description for Collection Services Librarian was discussed. This position handles cataloging, acquisitions, processing materials and managing the Materials Handler team.
- Scenarios for reallocating the Collection Services Librarian wages to Materials Handler and Courier positions were explored. Furman recommends the scenario in which Materials handlers and Courier are put at grade 11 and we did not rehire a Collections Services librarian. With the savings from the unfilled Collection Services Librarian (current annual wage \$34,616) we could change both positions to grade 11 and also add 20 more hours of Materials Handling. Furman also stated that she and Sean Anderson are analyzing the Collection Services tasks to see how to reallocate those to the other professional staff. Sultz said the recommendation should include a stipulation that it would be reevaluated if it doesn't seem to be working out to not have a cataloger.
- Roedel said people vacating positions provides us with an opportunity to look at the entire operation and see where we can reallocate to the positions with less of a pay grade. When cost of living and longevity are strictly percentage, the long-term affect can be a greater gap between higher paid grades and lower paid grades.
- Furman recommends keeping the Master's of Library and Information Science degree requirement whenever possible with the professional positions to help serve the size of our community in the capacity it needs.
- Custodian hours and positions were discussed. The library will keep the full-time custodian position of 40 hours. Research into potential cost savings of contracting with a janitorial service will be conducted. The results of this will help us decide if we would like to rehire the 17 hour/week position.

- The committee suggested posting the Youth Services Librarian position at grade 28. Roedel said this was a good starting point.
- Meeting adjourned at 2pm.

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