

## COMMITTEE MEETING NOTES

Tuesday, May 31, 2016

### PERSONNEL & BUDGET

Those in attendance: Judy Bouffleur, James Cherf, Jodi Ehrenberger, Kelly Krieg-Sigman, Loretta Kilmer, Lou Kalis

- The list of bills was reviewed. Kelly pointed out the refund in the professional development line due to the cancellation of a conference. Motion to recommend approval to the full board was made by Judy and seconded by James. Motion carried.
- Kelly provided the following vacancy updates: the Information Services position was posted internally with one applicant; the Youth Services position has had over 20 applications submitted and we hope to have the position filled before Brooke leaves on FMLA in August; all three of the part time clerk positions have been filled; 45 applications were received for the Communications Position, from which 18 were invited to participate in the next step. 14 of those responded by the deadline; Kelly will be reviewing those to bring it down to 3 or 4 for an onsite interview.
- A discussion was held on the idea of developing a pay adjustment policy. Kelly reported that in her time here, pay adjustments outside of across-the-board increases occurred on a case-by-case basis and were generally included as part of the budget discussions. The recent adjustment to the clerk salaries was an anomaly; Kelly does not expect that to happen again.
- Kelly reported that thanks to the change in the salary threshold from +\$50,000 to \$47,000 in the new proposed rules, the pending changes to the Federal overtime laws will not affect the professional librarian positions here. However, there may remain an issue with the Executive Assistant position. Loretta and Kelly will be investigating that further.
- A short discussion was held regarding the advisability of signing multi-year contracts. Lou shared with the committee the savings he realized in a recent IT multi-year contract, and also reported that he had budgeted for just such a situation.
- Kelly reported that due to the recent resignation of the WRLS IT person, there may be a need to re-negotiate the 2016 system resource library contract. The committee reviewed a draft proposal; Kelly indicated that this would require action on the part of both Boards and that the WRLS Board was not due to meet again until the end of July.

## LIBRARY OPERATIONS COMMITTEE

Those in attendance: Katie Bittner, Araysa Simpson, Bev Ruston, Kelly Krieg-Sigman

- Discussion was held on the proposed attendance policy; Kelly reviewed its genesis and the fact that it was modeled on the City's policy. She also recognized the work that the ad hoc staff committee had done to craft it. Motion to recommend approval to the full board was made by Katie and seconded by Araysa. Motion carried.
- A general discussion was held on the recent change in service from our collection agency, Unique Management. Due to some changes at the Federal level, Unique can no longer turn over delinquent library accounts to credit reporting agencies. This takes a lot of "teeth" out of what they have been able to do for libraries with regard to materials and revenue recovery. The committee had a number of questions regarding the cost of current accounts, any detected change in our rate of recovery as a result of this, and whether or not the library could take some of this back in-house. Kelly will investigate and bring this back next month for further discussion.