

**Geneva Public Library District
Personnel Committee
Meeting Room
March 24, 2014**

PRESENT: Committee Chair Bob Shiffler, Committee members Secretary Susan D. Shivers and Mark Adams, President Esther Barclay, Trustee Pat Lord, Interim Director Marilyn Boria, Assistant Director Matt Teske.

STAFF PRESENT: Debbie Walsh, Gail Conrath, Meredith Anderson, Carla Hibbard (from 3:35 p.m. to 3:50 p.m.).

ARRIVE LATE: Trustee Pat Lord (at 3:18 p.m.)

Meeting began at 3:01 p.m.

There were no changes to the agenda.

1. Discuss/Recommend Changes in Policy on Pay for Performance Interim Director Boria went through the proposed policy. Concern was raised that the difference between an employee's anniversary date and the date they begin at their latest position in the Library be made very clear. The idea of a six month evaluation for new or promoted employees, with the potential for a merit salary increase was discussed. The Committee agreed on keeping the 6 month evaluation period for new or promoted employees but not giving a pay increase at that time. The Committee wanted further explanation on what "probation" means. A probation policy will be developed.

The Pay for Performance policy will be revised by Boria, sent to the Committee, and brought to the full Board on April 10.

2. Review Library Use Statistics and Recommend Changes in Library Hours as Necessary The Committee reviewed the usage statistics. Use statistics for the last hour open every day were examined. These statistics demonstrated that the busiest final hours (by circulation and foot traffic) were the last hours on Friday (between 4 and 5) and Sunday (between 3 and 4). Based on that, the Committee will recommend to the Board that the library stay open one more hour on both days. Thus, the Library would be open till 6 p.m. on Fridays and 5 p.m. on Sundays.

3. Review/Recommend Changes in Policy on Overtime Pay In response to a request from the Board, Boria reported that many suburban libraries no longer, or never did, pay overtime for hours worked on a Sunday. These libraries consider Sunday work part of an employee's regular workweek. At Geneva Public Library District, work on Sundays is in addition to a 37.5 hour workweek for full-time staff. If Sunday became part of the regular schedule, full-time staff would be available for less time during the rest of the week. While it is possible that this can be absorbed without affecting public service, staff may find that some extra hours are needed to provide coverage. The Committee agreed to recommend this change to the Board at the April 10 meeting.

4. Review Proposed FMLA Policy The Committee reviewed the proposed FMLA policy. Included in the policy was the stipulation that if an employee's doctor charged the employee a fee to fill out FMLA paperwork, the Library would reimburse the employee up to \$25 per occurrence. There was discussion if this amount should be capped per employee. It was decided not to impose a cap, but to review the amount the Library had reimbursed employees over the next year (till April 2015). The Committee agreed to table a decision on this policy until after review by an attorney.

5. Review/Recommend Miscellaneous Personnel Policy Changes

- a. Definition of Part-time Employees: Part-time employees would be defined as employees who work between 10 and 28 hours a week. At Chairman Shiffler's suggestion, Boria will consult with Department Heads concerning current employees working fewer than 10 hours per week.
- b. Delineation of Exempt and Non-exempt Employees: The Director, Assistant Director, Department Heads, and Business Manager would be classified as exempt employees.
- c. Compensatory Time Policy: Compensatory time would be eliminated.
- d. Financial Background Check for Management Personnel: This would require a financial background check for a newly-hired staff in the positions of Director, Assistant Director, and Business Manager.

The Committee agreed to these four changes, which will be brought before the full board on April 10.

At 4:47 p.m., Secretary Shivers moved to go into closed session for the purpose of **discussing Matters pertaining to the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body 5ILCS 120/2 (c) (1)**. Trustee Adams seconded the motion.

ROLL CALL VOTE

AYES:	Shivers	Adams
	Lord	Shiffler
	Steel	

NAYS: NONE

MOTION CARRIED

