

**Minutes
Geneva Public Library District
Personnel Committee Meeting
Large Study Room
June 16, 2014**

PRESENT: Committee Chair Bob Shiffler, Committee members Secretary Susan D. Shivers and Mark Adams, Interim Director Marilyn Boria and Assistant Director Peggy Carlson.

STAFF PRESENT: None

Meeting began at 1:00 p.m.

1. Review/Recommend Performance Evaluation Policy At the request of Chair Shiffler, Interim Director Boria went through the proposed policy. Committee members suggested using the verb "shall" rather than "should" to indicate that an action is required. After suggesting several other wording clarifications, committee members agreed on the content of the policy.

The Performance Evaluation Policy will be revised by Boria and brought to the full Board on June 26.

2. Review Evaluation Form and Behavioral Expectations After reviewing and discussing these documents, the Committee was in general agreement with both of them.

3. Review/Recommend Progressive Discipline Policy Several Committee members were concerned that the policy required that a written report on a Verbal Warning be placed in the employee's personnel file. It was agreed that this section would be modified so that the only record of a Verbal Warning would be retained by the Supervisor. If improvement was not made, a Written Warning would be given, with a copy placed in the employee's personnel file.

This policy will be revised by Boria and brought to the Board on June 26.

4. Review/Recommend Merit Pay Monies The Committee reviewed the proposal to provide a 2.5% pool of monies for raises in 2014 -15 to be distributed on employees' anniversary dates as follows: 3.5% given to staff whose evaluations Exceed Expectations, 2.5% given to staff whose evaluations Meet Expectations, 0% given to staff whose evaluations indicate a need for improvement. In addition, staff members who merit an "exceptional" evaluation will receive an overall increase of 4%. After much discussion, it was agreed that this proposal was acceptable and should be taken to the Board on June 26. Boria agreed to provide a comparison between the amount of money needed for 2.5% in raises that were given in 2013-14 and the proposed 2.5% merit pool for the coming year.

5. Review/Recommend Salary Schedule Adjustment for 2014-15 The recently adopted policy on Salary Administration requires the Board to review salary ranges annually, and make adjustments if deemed necessary. Boria reported that the Management Association

recommends an adjustment of 1.5% for 2014. It was noted that if approved, only employees at the minimum pay in a given pay range would receive a raise – which would cost approximately \$1,500 this year. After discussion, the Committee agreed to recommend this to the full Board for approval.

6. Review/Recommend Revisions in the Time Sheet Policy Administrative staff recommended this policy be revised because the Library will no longer be using paper time sheets on in 2 weeks. After discussing several minor wording changes, the Committee recommends taking this policy to the Board for approval.

7. Review/Recommend Deletion of Orientation Policy The Committee agreed that this policy is superseded by the new Evaluation Policy.

8. Revised Vacation Policy for Exempt Staff The Committee reviewed the vacation days allotted to the Director/Assistant Director (4 weeks) and the vacation days allotted to Department Heads (15 days through 4 years followed by 20 days thereafter). At the suggestion of administrative staff, the Committee agreed to recommend that these two categories be combined, providing 4 weeks of vacation for all Exempt Staff. This presently will affect only one staff member who currently receives 15 days per year but will be eligible for 20 days with 18 months.

9. Compensatory Time Payout The Committee agreed with an administrative recommendation that all remaining compensatory time that was earned prior to April 10, 2014, be paid off by the end of the fiscal year when the Library begins the WebTime system. The cost to pay out this compensatory time is approximately \$780.00.

At 2:37 p.m., the Personnel Committee Meeting adjourned.



Susan Shivers, Secretary



Bob Shiffler, Chair