



beloit public library

Beloit Public Library Board of Trustees
PERSONNEL COMMITTEE

Wednesday, March 6, 2019 3:00 pm
605 Eclipse Blvd., Beloit, WI 53511

1. Call to order and roll call – President Marty Densch called the meeting to order at 3:03 pm. Members present – Marty Densch, Clinton Anderson, and Nora Gard. Also Present: Nick Dimassis, Library Director, Jennifer Laatz, Library Business Manager, and Maribeth Miller, Library Board Vice President.
2. Proposed Staffing Adjustments due to recent retirement – The library is proposing a staffing change that will replace the 40 hour position with 2 part time 20 hour Library Service Specialist II – Programming positions and add 8 hours to a current Library Service Specialist II – Programming position to bring to a regular part time 20 hour position and add 12 hours to the Outreach & Communications Coordinator to bring to a full time position. The changes result in an overall budget savings of \$3,650.16 on an annualized basis. The 2 new part time positions could be an internal promotion or a hire from the outside. The full time Outreach and Communications Coordinator (OCC) position does include budgeting for family health insurance as required. The OCC position also includes an increase in salary that is comparable to the PR positions at both Arrowhead Library System and Hedberg Public Library. The increase in the OCC position may allow for less use of the contingency fund dollars recently approved. Nora Gard moved to recommend approval of the proposed staffing adjustments as presented. Clinton Anderson seconded the motion. **Motion Carried (3-0).**
3. 2019 Pay Plan – The pay plan was updated to reflect the changes in titles i.e. Library Assistant to Library Service Specialist I – Customer Experience. It also includes a move of the OCC position from range 56 to 59 as reflected in the proposed staffing changes discussed above. It is in the Strategic Plan Implementation Plan for the Business Manager to work with Arrowhead Library System on a compensation study. Clinton Anderson moved to recommend approval of the 2019 Pay Plan changes as presented. Nora Gard seconded the motion. **Motion Carried (3-0).**
4. Head of Programming and Partnerships Job Description – We have received feedback from our Interim Head of Programming and Partnership and have made some minor changes to the Head of Programming and Partnerships job description in order to make the job description reflective of the position. First recommendation is to change the title to Head of Programming and Community Engagement. Partnerships will continue to be made through the Library Director with the Head of Programming and Community Engagement growing those partnerships into programs for our community. In addition to the title change, wording has been updated to clearly define the supervision responsibility over

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Library Service Specialist II – Programmers. Upon approval of this job description, the Head of Library Services and Head of Library Resources job descriptions will be reviewed and updated as needed to keep consistency within the 3 positions. Nora Gard moved to recommend approval of the updates to the job description including the change in title to Head of Programming and Community Engagement. Clinton Anderson seconded the motion. **Motion Carried (3-0).**

5. Job Descriptions – tabled to a future meeting.
6. Policy Review Plan – The Strategic Plan Implementation Plan includes a review of policies. Nora Gard has reviewed both the library policies and the personnel policies. She recommends a systemic review of policies that is documented through minutes. Jeni Schomber and Jennifer Laatz met and have put together a list of current policies and date of last review and will work toward a systemic review of the policies as Nora recommended.
7. Inclement Weather Policy – aka Weather Related Absences Policy – Recommended changes include that the library will only consider closing the library if the City of Beloit closes public offices. It also allows staff to request use of vacation or floating holiday in the event they are unable to work due to inclement weather. Nora Gard moved to recommend to full board for approval as presented. Clinton Anderson seconded the motion. **Motion Carried (3-0).**
8. Meeting Room Policy – The Meeting Room Policy was presented for information purposes only. The overall changes to the policy include the addition of the Riverside Room and Classroom as available rooms to the policy and the application. The updates include the amenities that are available in each room, a cleanup of how fees are presented and the offering of the Blender Café for catering services. Nora provided some wording changes that make the policy clearer. Nick inquired the committee’s thoughts on allowing social events at the library, which the policy currently prohibits. Clinton suggested that we start conversations with the Parks and Recreation Department with the City to be sure that if we move in that direction that we don’t interfere or under charge services also provided by the City while still maintaining equity with library users.
9. Leadership Team Response to Director Evaluation – The Personnel Committee has reviewed and accepted the responses from the Library Director and Leadership Team and is satisfied that the 2018 Library Director evaluation is complete. At a future meeting the Personnel Committee plans to review the timeline and establish metric required for a response to evaluations.
10. Adjournment – Clinton Anderson moved to adjourn. Nora Gard seconded. Meeting adjourned at 4:37 pm.

Submitted by:
Jennifer Laatz
Library Business Manager