

MINUTES
GENEVA PUBLIC LIBRARY DISTRICT
PERSONNEL COMMITTEE
Wednesday, December 30, 2015

N-C-4

PRESENT: Committee Chair Zachary Craft, Committee members Treasurer Mark Adams and Trustee Dana Hintz; President Shiffler, Director Christine Lazaris, and Deputy Director William Karnoscak.

Treasurer Adams called the meeting to order at 4:32 p.m. Chairman Craft joined the meeting at 4.46 p.m.

1. Discuss Employee Handbook Revisions

Director Lazaris explained that the Personnel Policy was sent to legal counsel for review and presented a draft of the revised document, now called the Employee Handbook, to the Committee. She noted areas where Board input was needed to complete the revision process.

Discussion ensued regarding staff evaluation policies and procedures. The consensus of the Committee was to add another evaluation category resulting in four categories: Exceeds Expectations, Meets Expectations, Needs Improvement, and Unsatisfactory. A rare use of Exceptional would still be permitted.

The administration of paid time off benefits, including vacation, sick, holiday, and personal days was discussed. Alternative solutions for streamlining policies and procedures were presented, included fixed time-off rates for part-time staff and use of a lump sum approach in lieu of ongoing accruals. Length of service and maximum accrual rates were also discussed. The Committee directed Lazaris to review paid time off issues with the Library's management team.

Other discussion points regarding the Employee Handbook included: issuance of staff library cards, implementation of a six month probationary period for new hires, amount of time to wait before closing the building during a power outage, classification of employees (full-time, part-time with benefits, part-time without benefits, temporary or substitute), and annual approval of health insurance funding percentages.

Director Lazaris stated she would further revise the Employee Handbook using the input she received and present it to the Committee at a future meeting.


2. Future Agenda Items and Dates


Committee members identified the need to discuss a salary range for the Library Director as a future agenda item. Director Lazaris requested meeting availability from Committee members.

The meeting adjourned at 6:46 p.m.

Submitted by:

ATTEST:


Zachary Craft
Committee Chair


Trustee