



In Attendance: Carole Bolton, CPL Board; Georgann Reppert; Dorothy Cherry; Linda Chan; Evette Atkin; Gina Horn; John Rucker.

1. The Personnel Committee held a closed session to discuss the probation of the new Director. The Committee sought and received input from all members of the Director Search Committee and others. Upon review of the information received, the Committee recommends, pursuant to the BDL April 18, 2012 employment contract with Evette Atkin, that she be removed from probation at the November 19, 2012 board meeting, with advice that she:
 1. Act to reduce and resolve tension and conflict among Coldwater branch employees, and
 2. Never schedule another Take-your-dog-to-work day.

A motion is needed to this effect.

2. The committee discussed setting rules for the director when it comes to layoffs and reductions in staff hours. They recommend the following change to section K, page 20 in the Personnel Policy Manual:

Current Policy, Section K, page 20 of the Personnel Manual:

K. LAYOFF

1. It is the intent to layoff and recall in a manner that preserves employment for the most qualified employees. If two or ore employees are equally qualified, the most senior qualified employee will retain the position.
2. If the library must layoff a staff member, s/he will be offered a restoration of hours before an outside substitute, if necessary is hired.

Proposed Change:

K. Layoffs and Reductions in Hours

1. It is the intent to layoff, reduce hours, and recall and increase hours in a manner that preserves employment for the most qualified employees.

The factors to consider in layoffs and reduction in hours are:

1. Education, training, skills
2. Seniority and experiences
3. Performance Reviews

If two or more employees are equally qualified, the most senior qualified employee will retain the position.

2. If the library must lay off a staff member, s/he will be given a two-week notice if possible.
3. Any employee who voluntarily takes a reduction in hours should consider that action permanent, though the volunteer may apply for a position that opens, and any employee who has taken a voluntary reduction in hours from a permanent position will be offered a restoration of those hours before a substitute is hired.

A motion is needed to make this change to the Personnel Manual.