



MEMORANDUM

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TO: BDL Board of Trustees
FROM: Linda Lyshol, Library Director *L Lyshol*
DATE: November 9, 2018
RE: Personnel Committee Meeting and Recommendations

The Personnel Committee met on October 12, 2018. The purpose of the meeting was to discuss possible personnel changes, as well as a COLA for staff, and the effect on the 2019 budget. In attendance was Ben Jewell, Tom Lowande, Linda Lyshol, and Martha Watson.

Director Lyshol set forth two proposals of changes to existing personnel:

The first proposal was to delete the duties of Coldwater Branch Manager from Kimberly Feltner's contract and change her job title and scope of work to be Director of Public Services. This change would also necessitate the need for a Coldwater Branch Manager. *The Personnel Committee felt that since Ms. Feltner's original contract set forth the combined duties of Coldwater Branch Manager and Director of Public Services, it would be financially better to leave her contract as it stands.*

The second proposal was to change the duties of and title for Jessica Tefft. Making Ms. Tefft the Director of Youth and Family Engagement would change her duties to develop and implement outreach in Branch County schools to promote early literacy; she would also be responsible for enhancing and streamlining programming for children birth to age 18. The change for Ms. Tefft would extend the reach of library services to our communities because the position would be district-wide.

The Personnel Committee recommend changing the scope of duties and title for Ms. Tefft. Her title will be Director of Youth and Family Engagement. Her scope of duties will expand from working only in Teen Services to developing and implementing outreach in Branch County schools to promote early literacy; she would also be responsible for enhancing and streamlining programming for children birth to age 18. This is a district-wide position. Her salary will increase by 2%.

The final item for the Committee was to approve a COLA for all employees. *The Personnel Committee recommends a 1% COLA for all staff.*