



MEMORANDUM

To: Branch District Library Board of Trustees

From: Martha J. Watson, Trustee, on behalf of the Board's Personnel Committee

Date: 18 February 2019

Re: Report on Personnel Committee Meeting on 22 January 2019

The Personnel Committee and Director Linda Lyshol met on January 22, 2019 to discuss the three topics described below.

Request to Amend Feltner & Tefft Contract Language Regarding Holidays

The current language in the contracts of Kimberly Feltner and Jessica Tefft includes a list of specific holidays, including the now-defunct Easter holiday. The change requested is to make the holiday language consistent with the current Board policy on holidays.

Request to Increase the Amount of Paid Time Off (PTO)

The current language in the Feltner and Tefft contracts provides each employee with 120 hours of PTO and allows them to carry over up to 96 hours of unused PTO from one year to the next. The change requested is to increase the amount of PTO to 200 hours. Rationale is that other employees (excluding the director and assistant director) who are not on the PTO system are able to accrue and accumulate more hours than Feltner and Tefft.

Proposed Employee Performance Evaluation Policy and Forms

The current performance evaluation process is unclear and the form is many pages long; these things serve as a barrier to accomplishing good evaluations in a timely manner and on a regular basis. The proposal includes a new 2-page performance evaluation form and a self-evaluation form to be completed by the employee prior to the evaluation meeting with the supervisor. Formal evaluations are to be done at the 3- and 6-month points for new employees and for current employees who transfer or promote to new jobs with significantly different duties. For all employees, the formal evaluation will be done annually by the anniversary date of their current employment with the BDL (or as specified in their employment contract).

The Personnel Committee's recommendations to the Board are summarized in the following motions:

Motion 1: On behalf of the Personnel Committee, Martha Watson moves that the contract of Kimberly Feltner be amended as follows:

Section 3, Annual Salary, is amended to change the salary of \$48,000 to the employee's current salary \$49,440.

Section 4C, Paid Time Off, is amended to change the amount of PTO available to the employee each year from 120 hours to 200 hours.

Section 4D, Paid Holidays, is amended to delete the list of specific list of holidays and to replace it with "The Employee will receive paid holidays as provided by the Employer for all employees".

Section 6G is amended to replace the date with today's date or whatever date the contract changes are approved by the Board.

Motion 2: On behalf of the Personnel Committee, Martha Watson moves that the contract of Jessica Tefft be amended as follows:

Section 3, Annual Salary, is amended to change the salary of \$40,000 to the employee's current salary \$43,260.

Section 4C, Paid Time Off, is amended to change the amount of PTO available to the employee each year from 120 hours to 180 hours. The position from which prior approval to use PTO must be obtained is changed from the Director to the Director of Public Services.

Section 4D, Paid Holidays, is amended to delete the list of specific list of holidays and to replace it with "The Employee will receive paid holidays as provided by the Employer for all employees".

Section 5, Employee Responsibilities, is amended to add the words "the Library Director" in between the words, "... by the Director of Public Services ..." and "... or the Employer."

Section 6G is amended to replace the date with today's date or whatever date the contract changes are approved by the Board.

Name of Board Trustee: The name of the President of the Board of Trustees is changed from Erica Ewers to Benjamin Jewell.

Motion 2: On behalf of the Personnel Committee, Martha Watson moves approval of the proposed Employee Performance Evaluation Policy and associated forms.

If Board members have any questions, Personnel Committee members or the Director will be happy to answer them.