

DECATUR PUBLIC LIBRARY
Decatur, Illinois

THE MINUTES OF THE PERSONNEL COMMITTEE, BOARD OF DIRECTORS

November 9, 1961

The Personnel Committee of the Decatur Public Library, Board of Directors met November 9, 1961 in the Board of Director's Room in the Main Library, 457 North Main Street, Decatur, Illinois

The meeting was called to order by John Cheeks, chairman. Those present were: Mr. Cheeks, Mrs. Greider, Mr. Hart, Mr. Sommer, Mr. Burnett, Mr. Ernest Bodnar, secretary of the Civil Service Commission and Mrs. Mary T. Howe, librarian.

Mr. Bodnar explained the City Payroll schedule and cited some of the procedures followed in assigning personnel to a position class and subsequent pay grade. He was asked about the Library Personnel Classification and it was explained that he had not worked on it recently but when he did work out the clerical grades the following positions were noted:

- Bookmobile Clerk-Driver
- Clerk Typist I
- Clerk Stenographer II
- Buildings and Grounds Custodian
- Library Clerk
- Key Punch Operator
- Library Pages, part time

Mr. Bodnar said the changes in duties due to the layoffs would prevent him from saying where these positions fit into the City pay grades. He requested an opportunity to resurvey the jobs at the Library. Mrs. Howe agreed to this if Mr Bodnar would do the interviewing and if the job did not require an undue amount of time and analysis by the staff. It was explained that the shortages in staff time prevented another complete survey at this time. Mrs. Howe will alert the personnel to think about their duties and be prepared to talk with Mr. Bodnar.

Finally it was recommended, by the members of the Personnel Committee, that a letter be sent to the Civil Service Commission requesting Mr. Bodnar prepare an up-dated classification of library employees. After this has been done, he should evaluate the positions in accordance with the 13 point evaluation system and submit recommended allocations of library positions to the City of Decatur pay grades.

The meeting adjourned at 5:45 PM.

Respectfully submitted,

Mary T. Howe
Secretary