

Personnel and Public Relations Committee Meeting

May 15, 1986

Minutes

Present were Janna Lutovsky, Lucy Murphy, Reba Jackson, Chair; and James Seidl, Assistant City Librarian. The meeting was called to order at 7:05 p.m. in the City Librarian's office.

The first topic was a request for use of a meeting room by an individual. When the request was initially received, Mr. Seidl explained to the individual that the request could not be granted since the application did not meet the library requirement of three weeks advance notice and he asked for information about the type of organization sponsoring the meeting. A second request meeting the three week time period was received a few days later. However, the program was sponsored by an individual rather than by an organization. This request was brought to the committee because library policy does not address the use of the meeting rooms by an individual. After discussion the committee members decided to deny the request based on library policy which limits use of meeting rooms by organizations only. Information relating to meeting room policies will be obtained from surrounding libraries for the committee to study.

The committee then read the newly amended Library Thief Act which became law January 1, 1986. The act requires libraries to post a copy of the law adjacent to each entrance and at each point where materials are checked out. A person can now be prosecuted for removing a minimum of \$200 worth of materials (previously \$300). Several new sections were added that cover the mutilation of materials and borrowing of materials with the intent not to return them. The committee recommended that the act be posted in the Library.

Mr. Seidl informed the committee that the number of delinquent materials continues to increase. Over \$20,000 of materials and fines were delinquent in 1985/86. Accounts sent to the Decatur Credit Bureau resulted in zero monies returned to the library. Methods of collecting delinquent accounts by the library were discussed. The committee assigned Mr. Seidl to obtain information from surrounding libraries on the methods for and success collecting delinquent accounts.

The committee next discussed the use of sick leave after childbirth. Present library policy does not address this use of sick leave. City policy allows five weeks of sick leave after childbirth and if additional time is needed a doctor's statement is required. Extensions will be approved in no more than two week allotments. The committee recommended the personnel policy be amended to read:

Article III, Personnel, Section 2(c)(x):

In the case of sick leave for pregnancy, five weeks after childbirth, if an employee is not physically capable of returning to work, she must provide a doctor's statement thus indicating. If additional time is needed, extension will be approved in no more than two week allotments.

A new law affects the way the IMRF will count the use of sick leave at retirement. If the wording of the sick leave policy provides for a flat dollar amount for all accumulated unpaid unused sick leave, IMRF will not count the sick leave toward retirement. The library policy provides for a flat dollar amount for sick leave only at retirement time. The committee recommended changing the personnel policy to read:

Article III, Personnel, Section 2(c)(viii):

Upon retirement from the library, an employee shall be paid \$5.00 for each day of his unused accumulated sick leave up to 135 days, or unused sick days can be applied toward IMRF pension service credit.

Mr. Seidl recommended that a vacant page position be assigned to the Circulation Department. The page will answer the phone, sensitize books, clean records, card magazines, and check videos for damage. The extra twenty hours will allow Circulation to have a page working evenings and Saturdays. The committee approved the change.

The meeting adjourned at 8:25 p.m.

James C. Seidl