

HUMAN RELATIONS COMMITTEE MINUTES
Deerfield Public Library Board of Trustees
Deerfield Public Library
7:00 pm
March 15, 2011

1) ROLL CALL AND CALL TO ORDER

The meeting was called to order at 6:47 p.m.

Attending: Board: Ken Abosch - Chair, and Ron Simon. Staff: Library Director Mary Pergander, Business Manager Carol Dolin

2) OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and CORRESPONDENCE
None.

3) CONSENT AGENDA – The following items are proposed for approval as a group without further discussion. Prior to the motion to approve these, any Board member may request an item be removed from the Consent Agenda and discussed later in the agenda.
None.

4) OLD BUSINESS
None.

5) NEW BUSINESS

a) Discussion of Proposed Salary Range Adjustments

Ms. Pergander presented an analysis of LACONI data for comparable and local libraries and a proposal for salary ranges for FY 2011-12. The last time this was done was in 2006 and a couple of the pay grades are up to 30% below market. Mr. Abosch asked several questions about the methodology for gathering and comparing the data to verify its validity, which Ms. Pergander and Ms. Dolin answered. He also asked if the budget could accommodate the recommended adjustments. Ms. Pergander said it would. Mr. Abosch recommended possible phasing in of the largest increases, if necessary. Mr. Simon said he prefers to defer the judgment of the management about how to best implement the new salary ranges, if they are approved. Mr. Simon made a motion to recommend that the Board support the salary ranges as presented, with modification in Pay Grade 12. Mr. Abosch seconded. The motion passed and will be included in the consent agenda for the Regular Board meeting.

b) Discussion of Job Class Rate Adjustments
See above.

c) Review of Employee Manual

i) Confidentiality Policy – update to include language from Library Information Confidentiality Policy

Revisions to the Library Information Confidentiality Act need to be incorporated into the staff Confidentiality Policy. Ms. Dembitz questioned the specificity of the types of confidential information. This language was taken directly from the law. She also questioned whether the policy is clear enough about when copies of confidential information can be made. This cannot be specifically defined in the policy, but is in staff training procedures. Mr. Abosch made a motion to recommend that the Board approve the revised Confidentiality Policy as presented. Mr. Simon seconded. The motion passed and the Employee Manual Confidentiality Policy will be included in the consent agenda for the Regular Board Meeting.

ii) Business Use of Automobile

Mr. Abosch referred to comments offered by Ms. Dembitz. Ms. Dolin answered these questions. Mr. Simon recommended changing “print out of mileage” to “verification of mileage”. Ms. Dolin will incorporate these changes. Mr. Simon moved to accept the Business Use of Automobile Policy as presented with one revision. Mr. Abosch seconded. The motion passed. The revised Employee Business Use of Automobile will be included in the consent agenda for the Regular Board Meeting.

6) EXECUTIVE SESSION

The Board may go into Executive Session (closed to the public) to discuss personnel, legal, real estate and other matters as allowed by Illinois law.

The Committee moved into closed session to discuss legal and personnel related matters.

The Committee moved back into regular session at 8:20 p.m.

7) ADJOURNMENT

The meeting adjourned at 8:21 p.m. p.m.