

Guernsey County District Public Library
Personnel Committee of the Board of Trustees
May 15, 2023

The Personnel Committee of the Board of Trustees of the Guernsey County District Public Library met in regular session at 1:00 p.m. on May 15, 2023, in the Mary Cole Meeting Room at the Crossroads Branch.

Trustees present: Kathy Warhola, Cathy Koscoe, and Sheila Ellenberger

Library employees present: Michael Limer, Ada Myers, Jennifer Jacobs, and Lauren Burris.

Ellenberger motioned to approve the minutes of the 12/5/22 Personnel Committee meeting. Warhola seconded. Motioned carried.

Myers described the process of creating the Substitute Library Assistant job description. This new position would be used to help fill scheduling gaps caused by vacations and call-offs.

Jacobs discussed what benefits this position would receive based on state laws and library policies.

Burris discussed the needs that led to her creating the job description for the new position of Youth Services Associate. Outreach demand has increased to the point where we risk not be able to grow our services without some change.

Possible wages and the distinction between hourly and salaried was discussed regarding the Youth Services Associate position.

Myers informed the Committee of the changes in job descriptions she performed in order to better align the descriptions with the new classification system and bargaining unit agreement.

Myers next shared with the Committee work she has done on an overarching Disciplinary Policy. Building on the coaching and written warnings previously designed, the policy matches our coaching and performance review forms and demonstrates a progressive response.

Jacobs discussed the process of incorporating the policy in context of the bargaining unit agreement.

Adjourned at 1:41 p.m.