***BIRMINGHAM PUBLIC LIBRARY***

***Personnel Committee Meeting Agenda***

***August 25, 2014***

3:30 pm

***The mission of the Birmingham Public Library is to provide the highest quality library service to our citizens for lifelong learning, cultural enrichment and enjoyment.***

***Committee Members Included: Georgia Blair, Chair; Dora Sims, Gwendolyn B. Guster Welch; Gwendolyn Amamoo, ex-officio***

***Board Members Included: Patty A. Pilkerton***

***Others Present: Angela Fisher Hall, Interim Director; Edith Major, Personnel Officer; Jennifer Neely, Administrative Assistant***

1. **Call to Order**

* **The meeting was called to order by Georgia Blair.**

1. **Invocation**

* **Gwendolyn B. Guster Welch gave the invocation.**

1. **Hiring Freeze**

* **Angela Hall met with Jarvis Patton and he stated that should a library position come available, Administration should contact Jarvis Patton and justify the need for the position. Peggy Polk and Barbara McGrue will then make sure that the position is available. The final approval to list jobs will come from the Mayor’s office.**
* **When recommendations for hiring are made, BPL Personnel Department will contact potential employees to complete hiring paperwork only after their health screening is complete. Personnel will then notify the supervisor of employee’s start date.**
* **Gwendolyn B. Guster Welch recommended that staff interview all potential employees at Central in order to expedite the hiring process. Edith Major indicated that this sometimes happens; however, meeting rooms are not always available.**
* **Jarvis Patton stated that at this time, he would not suggest appointing an interim associate director, instead, give additional duties to the coordinators. Angela Hall, Interim Director, stated that Karyn Davis will supervise security staff, Jared Millet will supervise building services staff, and Felita Hawkins will supervise maintenance staff.**

1. **Retiree Insurance Program**

* **The City Council will discuss the retiree insurance program on Tuesday, August 26, 2014. This program affects retired City employees that are under 65 years old.**

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1. **Other**

* **Personnel Officer Edith Major will contact Tanecia Hines to set up evaluation training for all LAIII’s and above.**
* **Administration will contact the Jefferson County Personnel Board to inquire about training for all library employees.**
* **Georgia Blair stated all library employees that are eligible for merit raises should be evaluated on their anniversary date and that those that are “topped out” on the salary scale should be evaluated immediately. Edith Major, Personnel Officer, will distribute the lists in her bi-weekly report. Angela Hall stated that she has already given a deadline of September 30, 2014 to have all evaluations up to date.**
* **Copies of all evaluations should be given to employee immediately after evaluation is completed and signed by the Interim Director.**
* **Gwendolyn B. Guster Welch stated that the library needed to develop a succession plan. This plan should include the number of employees that have reached the age of retirement, the total number of employees with MLIS/MLS degrees, and the current number of vacancies. Angela Hall stated that Administration will work on this plan.**
* **Gwendolyn B. Guster Welch requested that staff other than coordinators be nominated for the American Library Association “Emerging Leaders” and also suggested that the library find ways to teach and/or encourage staff, possibly a lunch and learn series and for the library to promote from within. Angela Hall stated that the library is looking for the best qualified during the hiring process and that staff are always encouraged to attend programs and classes to improve themselves.**
* **Gwendolyn B. Guster Welch stated that Lisa Mitchell, graphic artist, is in need of someone to help. Angela Hall suggested an internship. Gwendolyn Amamoo suggested looking for prospects for an internship at Birmingham Southern, Miles, and Lawson State Community Colleges.**
* **Gwendolyn B. Guster Welch distributed a list of these items.**

1. **Adjournment**