

**METROPOLITAN LIBRARY COMMISSION
SERVING OKLAHOMA COUNTY**

ADMINISTRATIVE & PERSONNEL COMMITTEE

MINUTES

DATE: Wednesday, December 4, 2002 TIME: 3:30 PM
MEETING PLACE: Belle Isle Library
5501 N. Villa
Oklahoma City, OK 73112
(405) 843-9601

Written public notice of the time, date and place of this meeting was given to the County Clerk of Oklahoma County, October 29, 2002. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Belle Isle Library, 5501 N. Villa, and the Downtown Library, 131 Dean A. McGee Avenue, Oklahoma City, on November 26, 2002, in conformity with the Oklahoma Open Meeting Act.

COMMITTEE MEMBERS PRESENT:

David Greenwell, Chair
Dr. Ann Caine
Carolyn Cornelius
Shirley Pritchett
Marguerite Ross

COMMITTEE MEMBERS EXCUSED:

COMMISSION MEMBERS PRESENT:

Penny McCaleb, Chair, Metropolitan Library Commission
Scott Duncan, Chair, Executive Director Ad Hoc Evaluation Review Committee

ESTIMATE OF OTHERS PRESENT: 12

I. The meeting was called to order at 3:32 p.m. by Mr. David Greenwell, Chair.

Roll was called to establish a quorum. Present: Caine, Cornelius, Pritchett, Ross, Greenwell.

II. Mr. Greenwell called on Mr. Scott Duncan to present the Report and Recommendations from the Executive Director Ad Hoc Evaluation Review Committee (Review Committee.)

Mr. Duncan thanked the members of the Review Committee for their hard work, dedication and time. He thanked the many members of the Commission who attended and participated in the meetings. And he thanked Mrs. Lori Kane, Executive Assistant, for ably assisting through the whole process.

He gave a summary of the Review Committee's work. The Review Committee's first order of business was to establish goals and ground rules. After this was accomplished it laid out the hurdles and roadblocks to overcome and began work.

The Review Committee reviewed the last evaluation form and process that was used by the Commission to evaluate the Executive Director. And it reviewed two other non-profit Executive Director Review formats. After many long and arduous brainstorming sessions the Review Committee feels it has accomplished its given task.

However, it is stressed that this must be an on-going process. The method of gathering information, the process of evaluation, the evaluation form, and the responsibility of the people completing it should be reviewed annually on its effectiveness.

Finally, the Review Committee feels strongly that the Administrative & Personnel Committee (A & P Committee) should be responsible for conducting the evaluation process.

Mr. Duncan presented the draft evaluation process and form for discussion.

Mrs. Carolyn Cornelius moved to accept the Executive Director Evaluation Process and the Executive Director Evaluation Form with the following provisos:

- ❖ **That the Evaluation Process reflect that the A & P Committee is to conduct an annual review of the process and form and apply revisions if necessary.**
- ❖ **That the Evaluation Process reflect that the Chair of the A & P Committee will have the responsibility of**

collecting and compiling the responses from the Administrative Team members, with complete confidentiality.

- ❖ **That the Evaluation Form state that any rating of five (5) or below requires comment from the evaluator.**
- ❖ **That the Evaluation Process reflect that all evaluators will be given the Rating Definitions with the Evaluation Form.**

And that all proviso changes are completed in the Evaluation Process and Evaluation Form given with the Report and Recommendations from the A & P Committee to the Commission. Mrs. Shirley Pritchett seconded. After discussion, motion passed unanimously.

III. Mr. Greenwell called on Mrs. Anne Hsieh, Director of Finance, to present agenda item: III a, the draft revision to Item B – Travel and Registration Expense Reimbursement from the MLS Policy and Procedure Manual, Section VIII, Human Resources.

Mrs. Hsieh stated that most of the revisions are minor changes to streamline the process. The only major change is to the allowable daily expenses for meals and incidentals.

The proposed revisions replace the old rates with the current federal standard rates regulated by the IRS. Currently, the basic federal standard rate is \$30 per day but various higher rates are allowed for high-cost localities. The IRS reviews and amends those rates annually to keep up with the general cost-of-living increases. It is reasonable for the Library System to be in compliance with IRS regulations in terms of rates and to have more flexibility for future rate changes. Mrs. Hsieh asked for questions and discussion.

Mrs. Pritchett moved to approve the December 2002 Revisions to the Metropolitan Library System Policy & Procedure Manual, Section VIII, Human Resources, Item B – Travel and Registration Expense Reimbursement as presented. Dr. Ann Caine seconded. After discussion, motion passed unanimously.

IV. Mrs. Hsieh presented the next draft revision under agenda item III. Item D – Retirement Policy.

No changes are being made to this policy; the proposed revision simply adds some general information.

This policy is not intended to replace the actual pension plan document. The pension plan that is administered by the Library Retirement Pension Board governs the retirement process. Mrs. Hsieh asked for questions and discussion.

Mrs. Cornelius moved to approve the December 2002 Revisions to the Metropolitan Library System Policy & Procedure Manual, Section VIII, Human Resources, Item D-Retirement Policy, with the proviso that the date of the Pension Board adoption of the restated and amended Pension Plan be entered into this policy. Ms. Marguerite Ross seconded. After discussion, motion passed unanimously.

V. Mr. Greenwell called on Mr. Ric Rea, Director of Human Resources, to present agenda item: III c, the draft revision to Item E – Employee Leave Policies from the MLS Policy and Procedure Manual, Section VIII, Human Resources.

Mr. Rea stated that the proposed changes do not change the amount, restrictions or methods of the various leaves. Rather they are editorial in nature, examples designed to make the policies more understandable or to update the method for reporting leave.

The major change proposed to the leave policy is the deletion of Temporary Disability Leave. Prior to the passage of the Federal Family and Medical Leave Act in 1993 (FaMLA), the Library System had a Temporary Disability Leave, which provided some of the same basic provisions. After FaMLA was adopted, the library policy was not necessary.

Dr. Caine moved to approve the December 2002 Revisions to the Metropolitan Library System Policy & Procedure Manual, Section VIII, Human Resources, Item E – Employee Leave Policies as presented. Mrs. Cornelius seconded. After discussion, motion passed unanimously.

VI. Mr. Rea presented the next draft revision under item III. Item H-2 – Grievance Policy and Procedures.

One of the proposed revisions would extend the grievance procedure to designated part-time FTE (Full Time Equivalent) employees that are generally budgeted in Account 101. The current wording in the policy excludes this class of employee and those undesignated part-time employees budgeted in Account 102 (such as part-time pages).

The major change in the policy is at Step 4 in the procedure. Currently Step 4 involves a hearing before a Grievance Review Board that consists of seven full-time employees drawn by lot at the time an appeal reaches that step.

An appeal from the decision of this Board would go to the Administrative and Personnel Committee.

The proposed revision is made to meet the requirements of the Metropolitan Library Act. The act states that the Executive Director appoints and removes staff members and other employees, subject to the approval of the Commission.

While the grievance policy is not restricted to cases of termination of employment, without the Executive Director being a part of the process in the case of termination the procedure would seem not to meet the requirements of the Act.

The Grievance Review Board functions, at best, with considerable difficulty. Many employees do not want to serve on the board. Many employees do not want to have their grievance heard by fellow employees and many employees do not want to hear the details of someone else's grievance. The board generally feels uncomfortable in the hearing situation as they have little or no training in conducting such a procedure. The grievant and the supervisor both may be represented by legal counsel, thus making it more intimidating for the board members. Confidentiality is also a concern in this process.

By having the Executive Director conduct the hearing, several things can be accomplished. First, training and guidance can be provided for the Executive Director in advance of any grievance on conducting such a hearing. Confidentiality of the matter can be more easily assured. Finally, the Executive Director is placed in the decision making process, thereby fulfilling the authority granted under the Metropolitan Library Act.

Ms. Ross moved to approve the December 2002 Revisions to the Metropolitan Library System Policy & Procedure Manual, Section VIII, Human Resources, Item H-2 - Grievance Policy and Procedures as presented. Mrs. Cornelius seconded. After discussion, motion passed unanimously.

VII. Mr. Greenwell called on Ms. Judy Walden, Deputy Director MLS/Public Services, to present agenda item: III c, the draft revision to Item K - Staff use of Public Library Property and Services from the MLS Policy and Procedure Manual, Section VIII, Human Resources.

Ms. Walden stated that the proposed policy revision presented is an updated and combined version of two previous policies: Item K - Staff Use of Library Equipment Including Computer Services (1/85) and Item M - Staff Use of Library Materials.

Both policies addressed legal and ethical issues regarding staff use of library property and contained some duplication. The two policies have been combined into a single more general policy

Changes include adding a general statement about obeying copyright laws for all types of materials including computer software, not storing personal files on library premises, and not installing unapproved software on library computers. Also, added is a non-definitive list of equipment and services affected by the policy.

Mrs. Pritchett moved to approve the December 2002 Revisions to the Metropolitan Library System Policy & Procedure Manual, Section VIII, Human Resources, Item K – Staff use of Public Library Property and Services as presented. Dr. Caine seconded. After discussion, motion passed unanimously.

Mr. Greenwell stated that he enjoyed reading these policies and procedures. He feels Mrs. Hsieh, Mr. Rea, and Ms. Walden did a complete and thorough job of completing and presenting the revisions. He thanked them for their hard work.

Mr. Rea stated that the Oklahoma Department of Libraries is requiring libraries to review and update their Policy and Procedure Manual on a regularly scheduled basis. Mr. Rea suggested a possible Administrative and Personnel Committee meeting be scheduled for February 2003 to have further revisions presented.

VIII. Mr. Greenwell asked for a motion to adjourn.

Dr. Caine made the motion to adjourn. Ms. Ross seconded. Motion passed unanimously.

Meeting adjourned at 5:01 p.m.



Donna Morris, Executive Director
(Secretary)