

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes

Meeting Date: November 7, 2007

Present:

Todd Olberding, Chair
Donna Morris
Jim Welch
Ernestine Clark
Kim Terry

Denyveta Davis
Patrick Williams
Lloyd Lovely
Anne Fischer
Dana Morrow

Ric Rea
Candace McDaniel
Kay Bauman
Karen Marriott

Guests:

Heidi Port
Emily Williams

Julie Ballou
Sam Weehung

Kellie Bradford

New Items

1. Leadership MLS

Leadership MLS Class of 2007 held a workshop entitled *Transformational Café* at FOCUS. The workshop provided valuable insight into thoughts and feelings of MLS Staff Members. The overarching theme provided by the staff was becoming more proactive. Staff identified three ways in which the library system could become more proactive. They included hospitality, opportunity, and visibility. Comments and ideas from the café participants were reviewed. The Leadership MLS class asked for input regarding the ideas offered and welcomed any additional ideas.

2. P & P Committee

Kay reported the P & P Committee made some changes to the Stewardship of Human Resources Policies and Procedures. At the A & P Committee's request a new policy and procedure was added to the Stewardship of Human Resources; SH 511 Complaint Resolution Policy and SH 511.1 Complaint Resolution Procedures. Along with the new Policy and Procedure, Kay handed out copies of SH 510 Civil Rights Policy; SH 510.1 Civil Rights Complaint Resolution Procedures; SH 520 Grievance Policy; SH 520.1 Grievance Provisions; SH 530.1 Due Process Procedures. She asked Ad Team to review the policies and procedures and to send any grammatical changes to Kim by 5:00.

3. Ideas on speeding up recruitments and selection of new employees.

Ric handed out a spreadsheet consisting of the current recruitments and there status. He also handed out spreadsheets detailing the filled recruitments for 2007. The spreadsheet specified the date the position was opened and the date the position was filled. Ric asked for comments and suggestions on how to speed up recruitments. Discussion followed. It was suggested that notice could be given to applicants that the hiring process could take up to X amount of days. Ric stated he would continue to monitor the recruitments and the length of time they take to be filled.

4. On Call Duty Changes.

Ric handed out copies of the On-Call Duty Procedures. The procedure covers the assignment of on-call duty, consequences on over-time procedures and the freedoms and restrictions placed upon employees assigned to such duty. Currently individuals are paid time and a half for "engaging to wait". Ric is proposing to revise the procedures to "waiting to be engaged". Ric reviewed the Freedoms and limitations that apply will an individual is on-call. He also reviewed the regulations involved. Discussion followed. Ad Team approves the recommended revision to the On-Call Duty Procedures.

NOTE: Due to the shortage of time, Individual Department Reports were not made.

Meeting Adjourned: 11:30 p.m.