

**Classification and Compensation Study
Project Review Committee Meeting #1
December 15, 2010**

Paula Singer and Laura Francisco from the Singer Group introduced themselves and asked Committee members to do the same. Committee members are:

- Brittany Barber, ILL Tech., ILL bbarber@metrolibrary.org
- Pam Buchanan, IT Tech I, IT pbuchanan@metrolibrary.org
- Chris Carroll, Dev. Coordinator, Trusts, DVS ccarroll@metrolibrary.org
- Shanelle Jackson, Circ Clerk, Village sjackson@metrolibrary.org
- Buddy Johnson, Librarian, Downtown bjohnson@metrolibrary.org
- Cheryll Jones, Associate Librarian, Southern Oaks cjones@metrolibrary.org
- Francie Pendelton, Administrative Specialist, Director's Office
fpendleton@metrolibrary.org
- Russell Pierce, Maintenance Tech II, Maintenance rpierce@metrolibrary.org
- Debbie Robertus, Assistant Manager, Belle Isle drobertus@metrolibrary.org
- Emily Williams, Young Adult Coordinator, Outreach ewilliams@metrolibrary.org
- Kim Rickey, MSL Asst, MSL krickey@metrolibrary.org
- Candy Turner, Pub Computer Spec, MWC cturner@metrolibrary.org
- Stuart Williamson, Researcher, Planning swilliamson@metrolibrary.org

Laura and Paula can be reached at lfrancisco@singergrp.com and pmsinger@singergrp.com.

Debbie Robertus volunteered to be note taker for this meeting [*due to unforeseen circumstances Laura Francisco prepared the notes for this meeting*]. Each time the Committee meets notes will be taken and will be distributed to Committee Members and then to all staff.

Role of the Committee

The Committee charter was then distributed. After allowing the entire group to read the charter, Laura Francisco explained first the purpose of the committee, followed by the role of the committee. She stressed the importance of confidentiality of committee discussions and preliminary findings. This is not to exclude others from the process but rather to protect the privacy of any personal information collected and to present only those findings and recommendations that are approved by the Board at project completion to help limit misunderstandings and disappointments. All committee members agreed to the contents of the charter.

The committee discussed norms and ground rules necessary for successful, effective committee meetings. A summary of the norms includes:

- Respecting others' opinions
- Staying on topic
- Representing your area or department but also giving all ideas a fair hearing
- Reaching consensus whenever possible
- Thinking globally (for the entire library system as well as your specific area)

The group then discussed the roles of the various people and groups involved in the project. In addition to the committee members listed previously; the internal Project Managers are Roy Ballou and Ric Rea, helping the consultants with meeting scheduling and logistics as well as providing background about compensation, classification and benefits at MLS. The Singer Group will also meet with the members of the Administrative Team each time they are on site to keep them updated about project progress as well.

Project Overview

A presentation identical to the one presented at the employee communications sessions was then reviewed with the group. The presentation outlined the steps and timing of the project's activities, as well as the involvement that would be requested from all employees. The Committee also reviewed a Project Workplan (schedule). This document is a summary of all of the project steps and dates, and will be updated and reviewed at each Committee meeting so that members and staff can see the status and progress of all project steps.

There is an employee e-mail hotline available to all employees at MLSstudy@singergrp.com. The hotline can be used for questions and comments and is confidential. While an automated system will let you know that your message has been received, Paula or Laura will respond quickly to each individual e-mail.

Other components of the project include a variety of surveys. The first one will be the employee web survey which will be issued mid-late January. Employees will also receive a position description questionnaire (PDQ) that will allow each person to provide detail about the duties and responsibilities of their jobs. A draft of the PDQ was distributed, read and discussed. Finally, the project will include a web-based salary and benefits survey to other organizations (libraries, local employers, colleges, etc.).

It is important to note that no one will lose a job or a current rate of pay as a result of the study process and that the study is not about an individual's performance but rather the duties and responsibilities of each job.

Laura then broke the Committee into smaller groups to conduct a focus group with the same questions provided to employees during the communications sessions. The feedback from the Project Review Committee's feedback will be included in the summary of all focus groups that is developed and shared with staff.

The meeting concluded with a discussion about whether or not any information would need to be kept confidential at this point. The consensus of the group was that this was not necessary given the information reviewed/discussed.