

**Classification and Compensation Study**  
**Project Review Committee Meeting #2**  
**January 10, 2011**

Laura Francisco began the meeting by welcoming members not present at the first meeting and asking staff what they were hearing from employees. One question put forward to the Committee by staff dealt with whether MLS' jobs would be compared internally (to one another) as well as externally (to similar jobs in other libraries and employers). Laura confirmed that both internal and external equity would be reviewed.

Another concern discussed was related to supervisor input and comments to the PDQ process. An e-mail will be sent to all staff regarding this issue. If employees have additional concerns or questions, they are encouraged to contact Laura via the hotline or directly at [LFrancisco@singergrp.com](mailto:LFrancisco@singergrp.com).

**Focus Group Summary**

The Committee then reviewed a PowerPoint representing a summary of the Focus Groups held with staff. This document will be made available to all staff on MLS' intranet in the near future, and represents the feedback from all of the focus group sessions held in December, including those held with the Administrative Team and Project Review Committee.

**Draft Questions for Employee Web Survey**

Laura then asked the group to review the draft questions for the employee web survey that will be issued shortly. Members discussed and provided comment to the questions, and changes will be made accordingly. The survey will be issued via e-mail to all employees, who can click through a link directly to the Zoomerang website where the survey will be housed. The survey will be confidential, with employees not asked to provide name, title, or other identifying information; employees will be asked to indicate whether they are full- or part-time so that responses can be analyzed by employee segment.

**Project Workplan**

Finally, the group reviewed an updated project workplan, noting the steps that have been completed to-date.

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.