

EASTERN SHORES LIBRARY SYSTEM HUMAN RESOURCES COMMITTEE MINUTES

Eastern Shores Library System Office

March 16, 2016

Called to Order 4:34 P.M.

Adjourned 5:55 P.M.

PRESENT: Henry Nelson, Chair, Amy Birtell, Director, Jane Dederling, Matt Fuller, Wendy Schobert, Sherry Speth, Nancy Szatkowski

1. Call to Order: At 4:34, a quorum was present. Nelson called the meeting to order. The meeting was posted according to the open meeting law.

2. Approval of Minutes: Fuller moved to approve the September 28, 2015 Minutes. Speth seconded the motion. Scrivener's error in spelling of Fuller's name noted. Carried by voice vote.

3. Job Descriptions:

a. Discussion of Office Manager & Finance Coordinator

- Birtell noted that youth and special services component removed from this position
- Terminology changes: management instead of investment of system funds in general description.
 - I.a. Manage financial accounts
 - II.f. procedures, etc.
 - III.h. Coordinate instead of arrange
- Qualifications
 - Minimum two year college degree or equivalent experience required

Fuller moved to approve, Szatkowski seconded. Motion carried by voice vote

Timing: If approved, will be posted March 17, 2016. Hope to start May 16.

b. Outreach Bookmobile/Youth and Special Needs Librarian

- Grammar: Job description:job duties. The primary.....
- Bookmobile services 80%, Youth Services 20%
- Spell out SLAC
- Seeks sponsorships from corporate and community organizations.
- ...administers grants ~~which~~ that support...
- Under Vehicle section,tires regularly, **etc.**
- Under Office: **Be** familiar with
- Under Essential knowledge: ...of **readers'** interest levels, titles, and authors.
- Under Essential knowledge: occasional time-~~pressures~~ constraints.
- Under Essential training: two years of library **and youth services** experience
- 50 lb lifting requirement redundant
- Agree to add "Full Time Position" to both job descriptions
- Agree to standardize both descriptions re: appearance, format, Oxford comma, verb tense, other punctuation
- Agree to add ability to pass background check and drug test to both positions

Fuller moved to approve, Speth seconded. Motion carried by voice vote

Timing: Post on April 4, Interview in May, Hire by June 6

4. Adjourn: At 5:55 p.m. Fuller moved to adjourn, Szatkowski seconded. Motion carried by voice vote.