

**Library Support Staff Advisory Committee
September 21, 2006
Minutes**

Present: Teauria Brown, Mary Case, Jessie Duran, Kathy Kilian, Gerald Jurek Jr., Joel Sanders (recorder), Chris Wadle (by telephone) and Irene Williams.

Guest: None

Absent: None

- 1. Review of the Agenda:** One new item was added to the agenda. The committee wanted to address their concerns and feedback from staff regarding Civil Service title changes for Library series.
- 2. Minutes of the last meeting:** Approved and ready for posting.
- 3. Status of Web Pages:** Kathy Kilian reported that the Staff Advisory Committee's Web Page is up and running. The meetings minutes are being posted, a link from the general Staff Pages to the Advisory Committee's Page and a link to the Suggestion Box are now featured. Along with the reports from the three original Taskforce teams, contents for the committee's webpage continues to develop
- 4. Status of answers to Suggestions:** Two new comments have been received since last month; however, activity may increase due to the link to the Suggestion Box being accessible via the Staff [Web] Pages and reminders being sent out via the ULIB. Jurek has submitted a draft of the SOC answers for comments/suggestions. SOC is assigned to answer Suggestion Box.
- 5. New Suggestions:** Jurek will make announcements for responses to the Suggestion Box. Kilian suggest posting similar staff development links on the committee's web pages for additional services which maybe of interest.
- 6. Report from Staff Development Subcommittee:** The committee was able to draft a proposal and agenda for Staff Development Day to present to M. Case. Proposed date of event: Dec 14, 2006. Our guest speaker has agreed to give his presentation to the library at on cost. The committee proposed that the speaker address his topics as they relate to all levels of staffing. The agenda included 2 sessions for all staff wanted to attend, site participation via e-Rooms, and refreshments. The guest speaker agreed to identify such topics after a final agenda is submitted. The final proposal and agenda are still in process.
- 7. Report on the Sense of Community Subcommittee:** The committee invited Library HR staff to attend their meeting to address the following HR staff relations: union initiation; group travel to sites/compensation; 360 degree evaluation; title changes with unionized members and the staff holiday party. As for the holiday party, one suggestion brought forth to HR was for Library Administration to initiate the party with the help of our subcommittee. Secondly, the committee initiating the party should take to consideration scheduling a party during work hours versus after hours for a greater turnout of participants.

7.1. **Staff Title Changes:** Due to the title changes with the Library Series for Civil Service staff, there have been several discussions among staff as to "how does this change things." Four distinct job classes have been streamlined into two new categories, but that the day to day demands of the original classes has not yet been altered. Staff have identified that the work practices, delegating and salaries have remained the same, yet two classifications have been "clashed" together and no one knows what happens next. Assuming that Library HR would be the initial resource of inquiry, staff have been redirected to their union representatives for answers.

8. **Drawing of the next Department of the Month:** As part of its activities as the Department of Month for August, Special Collections invited all other staff to an Open House and tours of their unit. Daley Administrative Offices has been selected the Department of the Month for the month of November.

9. **Future meetings:**

- a. November's meeting scheduled for the afternoon at Daley
- b. December's meeting will be scheduled prior to December 14, 2006.

10. **Action items:**

- a. M. Case will alert Steering Committee about Staff Development Day
- b. Contacting Library Admin to schedule rooms and refreshments for SDD
- c. Check status of conflicting events schedule on SDD

Submitted by,
Joel Sanders 09/21/2006