

**MONROE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**WORK SESSION  
Wednesday, December 14, 2011  
5:45 p.m.  
Meeting Room 1B**

**AGENDA**

1. Call to Order – Kari Isaacson, President
2. Resolution to Permit Transfer from LIRF (page 1) – Gary Lettelleir
3. 2009-2010 Audit (separate document) – Gary Lettelleir
4. Resolution to Adopt 2012 Salary Schedule, Pay Increment, Pay Schedule, and Holiday Closing Schedule (page 2-5) – Kyle Wickemeyer-Hardy
5. Personnel Policy Revision – Section 3.10 (page 6-7) – Kyle Wickemeyer-Hardy
6. Public Comment
7. Adjournment

**MONROE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
RESOLUTION TO PERMIT THE TRANSFER OF LIBRARY  
IMPROVEMENT RESERVE FUND TO THE OPERATING, DEBT  
SERVICE, AND LIBRARY CAPITAL PROJECT FUNDS**

WHEREAS, there is a possibility that the tax settlement may not be received by the close of business on December 31, 2011, it may be necessary to transfer money from one fund to another, in order to have a positive balance in all funds at the end of the year,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Monroe County Public Library, 303 E. Kirkwood Avenue, Bloomington, Indiana, shall permit the transfer of up to \$1,000,000.00 from the Library Improvement and Reserve Fund (LIRF) to the Operating, Debt Service Fund, and/or Library Capital Projects Fund for cash flow purposes. The transfer will be reversed upon immediate receipt of the property tax settlement check from the County Auditor.

BE IT FURTHER RESOLVED that this resolution will become effective immediately.

ADOPTED THIS 21st DAY OF December, 2011

AYE

NAY

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**RESOLUTION TO ADOPT 2012 SALARY SCHEDULE,  
PAY INCREMENT, PAY SCHEDULE, AND HOLIDAY  
CLOSING SCHEDULE**

**WHEREAS** it has been determined that it is now necessary to adopt a Salary Schedule, Pay Schedule, and Holiday Closing Schedule for the 2012 fiscal year, and

**WHEREAS** the Board desires to give an incremental increase to all who are employed at the Library as of December 31, 2011,

**NOW THEREFORE** the Board adopts the attached 2012 Salary Schedule and approves a 1.5% incremental increase for all who are employed at the Library as of December 31, 2011 (effective for the first pay date of 2012 on January 13, 2012, which includes the pay period beginning December 19, 2011 and ending January 1, 2012); Pay Schedule, and Holiday Closing Schedule.

Presented to the Monroe County Public Library Board, read in full and adopted this 21<sup>th</sup> day of December, 2011, by the following aye and nay votes.

AYE

NAY

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**MONROE COUNTY PUBLIC LIBRARY**  
*2012 Wage and Salary Schedule*

<u>Pay Grade</u>		<u>2012 Minimum</u>	<u>2012 Maximum</u>
<b>HOURLY / NON-EXEMPT</b>			
<b>A</b>		<b>\$7.50</b>	\$10.50
<b>B</b>		<b>\$8.60</b>	\$12.04
<b>C</b>		<b>\$10.60</b>	\$14.84
<b>D</b>		<b>\$11.70</b>	\$16.38
<b>E</b>		<b>\$12.90</b>	\$18.06
<b>F</b>		<b>\$14.00</b>	\$20.30
<b>G</b>		<b>\$15.50</b>	\$22.48
<b>BIWEEKLY EXEMPT</b>			
	Hours/Pay Period		
<b>H</b>	FT	\$1,350.00	\$2,025.00
	60	\$1,080.00	\$1,620.00
	50	\$910.00	\$1,348.65
<b>I</b>	FT	\$1,500.00	\$2,250.00
	50	\$910.00	\$1,498.50
<b>J</b>	FT	\$1,725.00	\$2,587.50
<b>K</b>	FT	\$2,400.00	\$3,600.00

\*MCPL Employees received a 1.5% increment for 2012. The Minimum/Maximum Salary Schedule remain the same.

**MONROE COUNTY PUBLIC LIBRARY  
PAY SCHEDULE  
2012**

PAY PERIOD	PAY DATE
December 19, 2011 – January 1, 2012	January 13
January 2 – January 15	January 27
January 16 – January 29	February 10
January 30 – February 12	February 24
February 13 – February 26	March 9
February 27 – March 11	March 23
March 12 – March 25	April 6
March 26 – April 8	April 20
April 9 – April 22	May 4
April 23 – May 6	May 18
May 7 – May 20	June 1
May 21 – June 3	June 15
June 4 – June 17	June 29
June 18 – July 1	July 13
July 2 – July 15	July 27
July 16 – July 29	August 10
July 30 – August 12	August 24
August 13 – August 26	September 7
August 27 – September 9	September 21
September 10 – September 23	October 5
September 24 – October 7	October 19
October 8 – October 21	November 2
October 22 – November 4	November 16
November 5 – November 18	November 30
November 19 – December 2	December 14
December 3 – December 16	December 28
December 17 – December 30, 2012	January 11, 2013

*Approved by the MCPL Board of Trustees December, 2011; effective January 1, 2012*

**MONROE COUNTY PUBLIC LIBRARY  
2012 HOLIDAY CLOSING SCHEDULE**

<b>January 1 (Sunday)</b>	<b>NEW YEAR'S DAY</b>
<b>April 8 (Sunday)</b>	<b>SPRING HOLIDAY</b>
<b>May 28 (Monday)</b>	<b>MEMORIAL DAY</b>
<b>July 4 (Wednesday)</b>	<b>INDEPENDENCE DAY</b>
<b>September 3 (Monday)</b>	<b>LABOR DAY</b>
<b>October 10 (Wednesday)</b>	<b>STAFF IN-SERVICE DAY</b>
<b>November 22 (Thursday)</b> <b>November 23 (Friday)</b>	<b>THANKSGIVING</b>
<b>December 24 (Monday)</b> <b>December 25 (Tuesday)</b>	<b>WINTER HOLIDAY</b>
<b><i>December 31 (Monday)</i></b> <b><u><i>Close at 5:00 p.m.</i></u></b>	<b><i>NEW YEAR'S EVE</i></b>

**2013**

**January 1, 2012 (Tuesday)      NEW YEAR'S DAY**

## Recommendation to Amend Personnel Policy Section 3.10

The Joint Agreement adopted on August 18, 2010, makes portions of this section of the Personnel Policy obsolete. The union now represents many, but not all, library employees. Neither the defunct Job Classification Committee nor the Staff Association has authority to fill that role. Management rights outlined in Article IV of the Joint Agreement (attached below) reserve to management and Union participation outlined in Article V, Section 7, spell out the responsibilities and obligations of each party. We propose the following amendment to the policy language. (Text to be added is underlined, text to be deleted is ~~struck through~~.)

### 3.10 JOB CLASSIFICATION/PAY SYSTEM MAINTENANCE

Decisions related to the job classification system are based on planning priorities, organizational consistency, workflow changes, needs of individual departments, budget considerations, and other factors that may arise in the on-going assessment of staffing at MCPL.

When the Library needs to add a position not currently classified, or reclassify, eliminate, or substantially modify the hours of an existing position, Library management will take action to ensure that the employee, department, and others are included in decision making processes as necessary. ~~†The changes will be reviewed by the department manager, the human resources manager, and the director. a Job Classification Committee composed of the relevant Department Manager, two representative of the Employee Forum Action Committee, and two representatives of the Staff Association. The Library Director, a representative of the Board of Trustees, and a representative of Human Resources will be present, but not voting members of the committee. In the event that one of the committee members is unable to effectively participate (e.g., due to a conflict or interest or scheduling issues), a substitute from the same group he or she represents will serve in his or her place. This committee will review and make recommendations to the Board of Trustees on matters pertaining to the classification system and the job chart, by majority vote if necessary. The Library Director retains the privilege of making a dissenting or alternative recommendation to the Board of Trustees.~~

~~Formal procedures have been developed to guide the committee.~~

~~Input from the affected individual or individuals will be considered.~~

A system-wide evaluation of all positions, job descriptions, and salaries may also be conducted periodically by an outside firm designated by the Library Board of Trustees. Reports from any outside firm will be shared with the Labor-Management Committee for their input ~~reviewed by the Job Classification Committee, and a recommendation will be made to the Board of Trustees to approve or reject the findings of the report in whole or in part. The Board of Trustees would~~ shall ~~approve/ or rejects any recommendations from reports from any outside firm or from the Job Classification Committee as required by Indiana Code 36-12-2-24.~~

*For positions covering by the bargaining unit, see also the Joint Agreement, Article V, Section 7.*

## **Excerpts from Joint Agreement with AFSCME Local 2802, adopted August 2010**

### **Article IV -- Management Rights**

Section 1. The Library retains the right and responsibility: (i) to direct employees of the Library; (ii) to hire, promote, transfer, assign and retain employees in positions; (iii) to suspend, demote, discharge, or take other disciplinary action against employees; (iv) to relieve employees from duties because of lack of work, financial exigency, discontinuance or curtailment of an activity or for other legitimate reasons; (v) to maintain the efficiency of the operations; (vi) to determine the methods, means and personnel by which such operations are to be conducted; (vii) to make and enforce work rules and policies; (viii) to take all actions consistent with this agreement; and (ix) to take whatever actions may be necessary to carry out the mission of the Library.

Section 2. This enumeration of these examples of management rights shall not be deemed to exclude other rights not enumerated. It is agreed that all other rights not specifically restricted by the express terms of this agreement or Resolution are retained exclusively by the Library.

### **Article V -- Union Security**

Section 1. Membership in the Union is not compulsory for any employee and is not a condition of employment with the Library. Employees have the right to join or not join the Union and neither the Union nor the Library shall exert any pressure on any employee to join or not join the Union. The Union will immediately recognize any revocation of Union membership by any Library employee.

Section 2. Neither the Union nor the Library will discriminate against any employee based on membership in the Union.

Section 3. The Library will not enter into any agreement or contract with any Union eligible employee that is in conflict with this agreement.

Section 4. The Library shall share equally the cost of printing this agreement and the Resolution, which shall consist of one 8 ½ by 11 inch copy of the agreement and Resolution for each employee. At the discretion of the Library, the agreement and Resolution may be posted on the Library intranet rather than printed.

Section 5. The Library agrees to provide AFSCME a comprehensive list of all eligible Members distinguished by employee name, department, classification, and seniority date every six months.

Section 6. The Library also agrees to provide new Library employees who are in the bargaining unit with the information about AFSCME supplied to it by AFSCME as a part of the employee's orientation package and to provide new employees with the names of the AFSCME stewards.

Section 7. Upon request, the Library shall provide to AFSCME job descriptions of positions covered by this agreement. The Library shall notify AFSCME of its decision to establish any new classifications for positions covered by this agreement.