Director’s Report

November, 2022

Somehow, it’s November, 2022. Not sure where the rest of the year went, but we’re looking ahead to 2023. Managers have been submitting budget requests and Cassie has been plugging in numbers to make the books balance. We are heading into the next year with a healthy financial outlook.

Staff appraisals are officially done! Kudos to Erin and Jenn for once again doing the heavy lifting and meeting with all of their staff in a small window of time. I met Tuesday with Cassie, Erin, Jenn and Kelly to look at trends and findings. We had a really good meeting evaluating the evaluations. In everyone’s opinions, the merit evaluations are working extremely well. Overall, there has been an increase in scores. As staff become more comfortable with the process and as we continue to train new hires in the workplace expectations, the results are telling.

The administration will be proposing four groupings for percentage raises, effective in January:

* three at 3.5%
* ten at 4%
* 21 at 4.5%
* and, 15 at 5%.

Six newer staff will receive a pro-rated version of that scale and two are over the pay band maximums. I’ll provide more information in the budget discussion.

NEW BUSINESS:

1. Budget Committee Report (meeting November 7 at 4:30 p.m.)
   1. 2023 budget discussion
   2. Budgetary Level of Control Policy [ACTION]: This policy will give the fiscal office more flexibility to quickly move items between similar expense lines, but will not affect the controls that the board will maintain concerning the higher-level groupings.
2. Policy Reviews
   1. Resolution authoring OPERS Fringe Benefit Pickup [ACTION]: For the past few years, we’ve discussed alternative compensation plans for the Fiscal Officer and Executive Director. OPERS pick up is an easy one. If the board chooses decides to do this, the resolution has to include specific language concerning who is eligible and at what percent. This policy language was provided by OPERS and meets their requirements.
   2. Update Administrative Policy, section 9: Use of Library-Owned Vehicles or Personal Vehicles on Library Business Policy update [ACTION]: These changes are to address gaps in our current policy. Cassie had input from our insurance company and I solicited sample policies from other libraries. It’s much more comprehensive than our past policy. If passed, we will spend time at the All Staff meeting explaining the changes and expectations for safely operating a motor vehicle on library business—even it’s your personal vehicle.
3. Hire Michelle Duncan, Outreach Assistant, effective November 21 [ACTION]: Mike Jones, Jenn, Kelly and I interviewed five candidates for the recently open assistant position after Jenny Roberts’ retirement. This person will affectively be the mobile library driver. We had a diversity of qualified and interesting candidates, but Michelle stood out as someone with the right employment background and driving experience. We’re excited for her to join the team.
4. Buildings
   1. Landscape update: Northside and Kingston are in the punchlist phase. Work has started at the Annex and will likely be concluded within a few days. After years of waiting, it’s exciting to finally see trees and plants in the parking lot islands and along the Annex building. It is already a more attractive space.
   2. Approve Annex Design Work [ACTION]: After spending time with Scott, KBA Architects and me, Johnson Laux Construction has a complete picture of the changes we’d like to see in the Annex renovations. The design phase, which includes architectural and engineering drawings, project management, and every other aspect of the design, will cost $32,249.90. At the end of the design phase, we will have a detailed project list (down to the number of screws and nails required), for the construction phase.
5. Adjourn [ACTION]

**NORTHSIDE OPEN HOUSE**

**5 p.m. Open House**

Recognize former staff and board members--James

Recognize current board members--James

**5:15 Brief Remarks**

Kathryn Galloway recognition--Erin

Burton Stephenson’s birthday—Jenn

26th Anniversary of Northside—James

Ribbon-cutting for new outdoor spaces

**Reception and Refreshments**