

**Agenda Items Details**

<p>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION: <b>Board Committee Reports: Human Resources</b></p>	
<p>OWNER: <b>HR Committee</b></p>	<p>PRESENTER: <b>HR Committee</b></p>
<p>REQUESTED AGENDA TYPE (A, I, D):  <b>A</b></p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1<sup>st</sup> READ, 2<sup>nd</sup> READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Approval for Library Staff to appeal the job evaluation points which were reduced in an audit requested by the Stillwater City Council with results received, April, 2017. Appeal period will be July 18-August 11, 2017.</b></p>	
<p>BACKGROUND/CONTEXT: <b>Mike Keliher and the HR Committee met with city staff (Tom McCarty &amp; Donna Robole) to review the pay equity study and discuss the appeal process for library staff based on the City of Stillwater Classification/Compensation Study. It was determined that library staff will appeal their reduction in points by providing additional information to F &amp;H during the proposed appeal period.</b>  <b>At this meeting the Point System Comparison from the Hay Study (done over 20+ years ago) and the initial review for the city was presented which prompted city council recommendation to audit all library positions. A copy of the Hay Study is attached.</b></p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

**Resolution/Follow-Up Notes**

<p>OUTCOME OF DISCUSSION:</p>
<p>NEXT STEPS:</p>

## Point System Comparison

INITIAL REVIEW (Feb. 2017)

Job Classification	Hay Points	Job Classification	F&H Points (Initial)	F&H Points (Updated by Appeal or Review)
Labor/Main Worker	82	Library Aide	318	Library Aide
Parking Enf. Officer	87	Permit Tech	323	Permit Tech
Custodian	121	Library Asst I	328	Library Asst I
Community Service Off	122	Library Cust I	368	Library Cust I
Community Resource Off	122	Fire Dept Sec	376	Fire Dept Sec
Receptionist/Clerk/Typ	122	Eng/Public Works Sec	376	Eng/Public Works Sec
Library Asst. I	128	Adm. Sec	376	Adm. Sec
Jr. Parkkeeper	170	Comm Service Off	396	Comm Service Off
Light Equip. Oper	173	Comm Serv Off -- Parking	403	Comm. Serv Off - Parking
Library Secretary	174	Engr Tech III	425	Engr Tech III
Secretary	177	Maint Worker II	436	Maint Worker II
Sec/Dispatch I	187	Sec/Dispatch II	441	Sec/Dispatch II
Sec/Dispatch II	194	Senior Acct Clerk	441	Senior Acct. Clerk
Senior Acct Clerk	194	Payroll HR Tech	461	Library Office Spec
Parkkeeper	197	Comm Resource Off	470	Library Associate
Sewer Maint Worker	197	Maint Worker III	470	Library Cust III(Main Wkr)
Heavy Equip Oper	197	Building Inspector	470	Payroll HR Tech
Mechanic	197	Zoning Adm	473	Comm Resource Off
Chief Mechanic	208	Chief Mechanic	481	Maint Worker III
Library Associate	213	Library Office Specialist	483	Building Inspector
Building Permit Tech	229	Library Associate	483	Zoning Adm
Firefighter/Engineer	230	IS Technician	485	Chief Mechanic
Librarian I	259	Library Asst II	490	IS Technician
Engr Tech III	262	Library Custodian II	501	Maint Worker IV
Bldg Inspector	262	Maint Worker IV	506	Librarian I
Patrol Officer	280	Project Coor	515	Library Asst II(Circ Sup)
City Clerk	291	Building Official	520	Engr Tech IV
Engr Tech IV	292	Engr Tech IV	525	Firefighter/Engineer
Asst Pub Works Dir - St	320	Librarian I	530	MIS Specialist
Asst Pub Works Dir - PK	320	Firefighter/Engineer	531	Public Works Lead Wkr
Fire Captain	327	MIS Specialist	535	Project Coor
Narcotics/Invest Officer	331	Public Works Lead Wkr	556	Asst. Public Works Sup
Asst. Finance Dir	332	Asst Public Works Super	576	Asst Finance Director
Planner	342	Asst Finance Director	583	Investigator
Asst. Library Director	357	Investigator	585	Building Official
Building Official	362	Planner 2	613	Superv Librarian Youth
Sergeant	382	City Clerk	620	Superv Librarian IS
Civil Engineer	398	Asst City Engineer	626	Planner 2

IS Manager 400  
 Asst Fire Chief 424  
 Adm Asst/ Pers Officer 479  
 Public Works Director 525  
**Library Director 554**  
 Captain 562  
 Comm Devel Director 588  
 Fire Chief 618  
 Finance Dir 677  
 City Engineer 732  
 Police Chief 739  
 City Coordinator 1040

Patrol Officer 630  
 Fire Captain 650  
 Public Works Super 651  
 Sergeant 660  
 Superv Librarian Youth 660  
 Superv Librarian – IS 660  
 Sergeant Invest 680  
 Police Captain 710  
**Asst Library Director 710**  
 IS Manager 713  
 HR Manager 713  
 Finance Director 751  
 Deputy Fire Chief 761  
 PW Dir/Rec/City Engr 786  
 Comm. Devel Director 793  
**Library Director 810**  
 Fire Chief 846  
 Police Chief 866  
 City Administrator 950

Asst City Engineer 626  
 Patrol Officer 630  
**Asst Library Director 645 – Library Review**  
 City Clerk ~~645 - Appeal~~  
 Fire Captain 650  
 Public Works Supr **701 - Appeal**  
 Sergeant **705 - Appeal**  
 IS Manager 713  
 HR Manager 713  
 Sergeant Investigator **725 - Appeal**  
**Library Director 755 – Library Review**  
 Deputy Fire Chief 761  
 Comm Devel Director 793  
 Police Captain **793 – Appeal**  
 Finance Director **801 - Appeal**  
 PW Dir/City Engr **836 - Appeal**  
 Fire Chief 846  
 Police Chief 866  
 City Administrator 950



# YOUTH SERVICES

## JUNE 2017



Angela Petrie, Youth Services Supervisor

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### Summer Programming

- ✚ Our Summer Reading Program, **BOOKAWOCKY**, kicked off on June 10. We celebrated in style with miniature therapy horses brought in by our Story TAILS volunteer! The horses wowed an audience of 11 horse lovers who enjoyed the extended one on one time learning about therapy horses and the joy they bring to our library visitors.
- ✚ Four sessions of **“Teens Teach STEM to Kids”** attended by 67 (1<sup>st</sup>-3<sup>rd</sup> graders) took place and were led by a fantastic cadre of teen volunteers. This program series is made possible through a partnership with Bayport Library. We share volunteers and material kits with a new project each week from the PBS hands-on education website “Fetch”.
- ✚ Four sessions of **“Preschool STEM Lab”** attended by 198 kids and their adults offered science themes including the “My Amazing Body”, “Building Structures and Exploring Shapes”, “Color Science”, and “Discovering Dinosaurs”.
- ✚ Two sessions of **“Story TAILS”**, our reading confidence building program, continue to bring in new readers – 6 this month. Marshmallow, below, and Bella, our long running dog, provided soothing audiences for our readers. This summer we are also able to offer three reading sessions with miniature therapy horses.



- ✚ Two programs funded through the **Arts and Cultural Heritage Legacy Amendment** offered a book art class and a musical performance by the nationally known Ralph Covert of *Ralph’s*

*World.*

- ✚ Two Programs funded through the **Metropolitan Library Services Agency, MELSA**, made possible a performance by **Magician Michael Madden** and **Bruce the Bug Guy** who drew over 155 people!



- ✚ Staff created a solar system themed scavenger hunt to celebrate the space theme of the summer reading program. During the month of June, 212 attempts were made! One father noted on July 5 that a new theme wasn't hung yet! We've obviously built a solid following of our stealth programming. Many curious children engaged in planetary and space conversations with desk staff.
- ✚ Monthly session of **"Build It – LEGO and more"** attended by 18 enthusiastic builders.
- ✚ If you haven't already, please visit our column display of **"Out of This World Readers"** flanking the Children's Library. Each star represents a half way mark and each space die-cut represents a full completion! We offer a specially designed challenge for preschoolers as well as our extended reading challenge for 6-12 year olds. Teens are offered their own program. We invite them to complete a TIC-TAC-TOE game and enter book reviews for free reward books and a chance to enter a gift card and tickets to the State Fair.

