

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF AN EXECUTIVE SESSION HELD ON TUESDAY, APRIL 8, 2003

The Board went into executive session at 8:45 p.m. to discuss a personnel matter.

Present: Kermit Harden, James Quisenberry, Beth Scheid, Chris Scherer, Charlie Smyth, and Jane Williams

Absent: Mary Ellen Farrell, Marion Gushee, and Odell Warren

Staff present: Fred Schlipf

The issue concerned the increased workload in the administrative office during the design and construction of the building. Recently, the burden has fallen especially hard on Debra Booth, who as a result of time spent organizing relocations and other activities has accumulated far too much unused vacation and leave.

In the years before the construction project began, the need for extra administrative help during the project was brought to the attention of the City during five successive budget presentations. On two of those occasions, the estimated cost was \$20,000 per year.

Fred Schlipf and Debra Booth think that the best option available at this time is to transfer a number of Debra Booth's routine responsibilities to Keran Harrington, head of Acquisitions. Fred Schlipf reviewed with the Board her prior experience in business administration and her qualifications to do the work. About 15 hours per week of Debra Booth's work could be transferred to Keran Harrington, who would in turn pass 15 hours of her work on to her departmental staff.

The extra costs would arise from (a) hiring additional staff to handle Keran Harrington's delegated work and (b) compensating her for taking over what are clearly central administrative tasks.

Hiring staff to take over 14 hours a week of Keran Harrington's duties, plus temporarily paying Keran Harrington at a rate intermediate between her pay level and the next pay level, would cost a total of \$13,000 per year.

After discussing the staffing implications of this proposal, the Board returned to open session at 9:05 p.m.