



TO: PDL Personnel Committee DATE: May 6, 2022
RE: Assistant Director Position FROM: Shauna Anderson,
Director

Melanie Bell has served as Head of IT since 2019. She also took on the responsibility of Interim Director during my transition to the library last June. Since that time, Melanie has been an invaluable support to the operations of the library, to the extent that her regular duties currently eclipse her job description.

I propose to change Melanie's job title from Head of IT to Assistant Director. I have attached her current job description along with a proposed job description for her new title that encompasses all the duties that she has the ability to successfully support going forward. A drafted organizational chart is attached to this packet that includes all of my suggested amendments.



TO: PDL Personnel Committee
RE: IT Coordinator Position

DATE: May 6, 2022
FROM: Shauna Anderson,
Director

To provide additional support to our Technology team as Melanie Bell transitions to Assistant Director, I propose adding a Technology Coordinator position that would oversee the routine management of the library's technology needs and IT staffing schedules.

Funding is available in the current budget to support this position for the rest of the fiscal year and beyond.

Attached is a proposed job description and supplementary organizational chart.



TO: PDL Personnel Committee
RE: Internship Program

DATE: May 6, 2022
FROM: Shauna Anderson,
Director

As we gain a better sense of the course of the COVID pandemic, and all public services are available at the library once more, we are at a place where I feel comfortable supporting an internship program at PDL again.

In the past, we supported two graduate-level Library Science students for the duration of their studies at 12 hours per week. I propose lowering that threshold to include college students. This will allow us to work with young people who might not necessarily consider librarianship as a career.

We have funding available for 12 hours per week at this time to hire one position. There is also a bank of hours set aside for substitute coverage in the reference department that can be used to support a secondary intern position, if our Adult and Youth Services Coordinators want to add another. We will likely look at adding the second position in the fall.

I have attached a potential job description to this memo along with the proposed organizational chart that includes all of my recommendations at this time.



TO: PDL Personnel Committee **DATE:** May 6, 2022
RE: Re-classification of Pages as **FROM:** Shauna Anderson,
Part-Time Employees Director

Library Pages are currently classified as temporary employees according to our Employee Handbook. This leaves them unable to accrue vacation time or have access to a pro-rated bank of sick time.

I propose that we re-classify our Library Page position to part-time, so they are eligible for the basic rights that all our employees enjoy.

Pages are scheduled approximately 130 hours per week, but funding exists to support 147 hours this fiscal year. If coverage becomes an issue due to the increased time off, then we have the ability to hire another part-time page to help cover any additional needs in that department.