

MEETING NOTICE: There will be a Meeting of the
Human Resources Committee of the
Blanchard /Santa Paula Library District Board of Trustees
Monday, August 8, 2016, at 4:30 p.m.,
Blanchard Community Library, Hardison Room,
119 N. 8th St., Santa Paula, CA 93060.

AGENDA

A. CALL TO ORDER

B. APPROVAL OF THE ORDER OF THE AGENDA

C. PUBLIC COMMENT

Public comments are welcomed and encouraged. The chairperson will acknowledge visitors wishing to speak on a topic on the special meeting agenda. Only public comments relating to a topic on the agenda will be accepted. The Committee is prohibited from taking action on any item not part of the printed agenda. When addressing the Committee, please stand to be recognized, state your full name and address, and direct your comments to the entire Committee.

The Library Board of Trustees requests that speakers conduct themselves with civility and keep in mind the rights and well-being of all members of the Santa Paula community.

D. OLD BUSINESS

- a. Consideration and discussion of employee co-payment of health insurance premiums for possible recommendation to the Board for adoption. (Information, discussion, possible action)

E. NEW BUSINESS

- a. Consideration and discussion of personnel evaluation form for managerial personnel for possible recommendation to the Board. (Information, discussion, possible action)

F. ADJOURNMENT

In compliance with the Ralph M. Brown Act and the Americans with Disabilities Act, if you need a disability-related modification, accommodation, or other special assistance to participate in this meeting, please contact Ned Branch, Interim Director of the Blanchard/Santa Paula Community Library, at 805-525-2394. Notification 48 hours before the meeting will enable reasonable arrangements to be made.

ANALYSIS OF HEALTH INSURANCE PREMIUMS

CURRENT EMPLOYEES

| | Plan Code | 2016 | 2017 | Increase/ (Decrease) |
|------------|-----------|------------|------------|-------------------------|
| Employee 1 | 1441 | \$566.53 | \$675.98 | \$109.45 |
| Employee 2 | 0621 | \$576.46 | \$675.98 | \$99.52 |
| Employee 3 | 0621 | \$576.46 | \$675.98 | \$99.52 |
| Employee 4 | 0621 | \$576.46 | \$675.98 | \$99.52 |
| | | \$2,295.91 | \$2,703.92 | \$408.01 |

RETIRED ANNUITANTS

| | Plan Code | 2016 | 2017 | Increase/ (Decrease) |
|-------------|-----------|------------|------------|-------------------------|
| Annuitant 1 | 1441 | \$576.46 | \$675.98 | \$99.52 |
| Annuitant 2 | 3831 | \$320.98 | \$324.21 | \$3.23 |
| Annuitant 3 | 3361 | \$408.04 | \$389.76 | (\$18.28) |
| Annuitant 4 | 3821 | \$320.98 | \$324.21 | \$3.23 |
| Annuitant 5 | 3831 | \$320.98 | \$324.21 | \$3.23 |
| Annuitant 6 | 1311 | \$408.04 | \$389.76 | (\$18.28) |
| | | \$2,355.48 | \$2,428.13 | \$72.65 |



Blanchard Community Library
 119 N. 8th Street
 Santa Paula, CA 93060

MANAGER APPRAISAL

Employee

Date

Supervisor

Position

1. JOB DUTIES

Understands and performs the applicable job duties of the position

| 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|
| | | | | |

Comments

2. QUANTITY/QUALITY OF WORK

Completes assigned tasks in a timely manner;
 Carries out job duties competently;
 Maintains a neat, clean, & organized work space

| 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|
| | | | | |

Comments

3. INTERPERSONAL SKILLS

Works well with other staff as a member of a team to accomplish the goals of the library;
 Is courteous, tactful, & helpful to other staff;
 Consistently displays a positive attitude

| 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|
| | | | | |

Comments

4. LIBRARY PUBLIC RELATIONS

Is courteous, helpful, & cheerful to patrons;
Displays a customer-service orientation. Interactions with patrons are friendly, helpful, & cordially businesslike;
Maintains an appropriate library environment

5 4 3 2 1

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Comments

5. WORK ETHIC

Is responsible, dependable, & accountable;
Is regular & punctual regarding attendance;
Takes responsibility for carrying out the library's mission;
Works well with minimal supervision;
Displays honesty & integrity

5 4 3 2 1

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Comments

6. PROBLEM SOLVING/DECISION MAKING

Thinks of several possible explanations or alternatives for a situation, anticipates potential obstacles, develops contingency plans.
Identifies the information need to solve problems effectively and communicate outcomes.

5 4 3 2 1

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Comments

7. CREATIVITY/INNOVATION

Generates new and progresses ideas.
Supports and fosters change, encourages innovative practices

5 4 3 2 1

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Solves problems creatively and independently

Comments

8. MANAGEMENT

Establishes high standards of performance; performance coaching, feedback, and corrective action when necessary with fairness and consistency;
Is approachable to subordinates;
Manages staff in planning and organizing projects, ensures effective execution and delivery of results

| 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|
| | | | | |

Comments

9. LEADERSHIP

Develops self and others, fosters a culture of mutual respect, continuous learning, innovation, and focus on results
Supports, communicates and embodies insitutional values, vision, and strategic priorities
Leads by example

| 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|
| | | | | |

Comments

LEGEND

- 5 Consistently exceeds expectations
- 4 Meets and frequently exceeds expectations
- 3 Fully meets expectations
- 2 Some improvement needed to meet expectations
- 1 Does not meet expectations

My signature confirms receipt of a copy of this evaluation. It does not necessarily indicate that I agree with everything in it. I understand that I may write a response to this evaluation that will be attached to it.

Evaulator's Signature

Employee's Signature
