

**Williamson County Public Library
Board of Trustees**

Minutes - Staff Organization Committee Meeting

Thursday, February 25, 2021 – 4:00 pm

Committee Members in Attendance: Trustees Rick Moody and Paandrea Paisley,
Library Staff Jeffie Nicholson and Jason Gavin

Mr. Gavin asked the Board Members on the Committee to clarify what they thought that the mandate for this committee is.

Board Members agreed that the prime mandate was to develop the ideal staff organizational chart. They expressed some concerns over job descriptions not matching responsibilities. There was an additional Objective to have less people reporting to the Library director.

Mr. Gavin explained how Ms. Greenwald is currently thinking about positions in regard to the recent Branch openings. The Nolensville Branch manager has resigned effective next Friday, and the College Grove Branch Clerk has already resigned. This is an opportunity to streamline Branch operations. The Director has discussed with HR about changing the College Grove Branch from a satellite Branch of Nolensville to being one of Bethesda. The Bethesda Branch manager would grow to 40 hours / week position instead of 32 hours / week. The Board Chair had asked about Branch staff being underutilized when you look at circulation numbers per staff person.

Jason and Jeffie discussed how this does not eliminate any positions. College Grove still has an opening for Clerk and Nolensville has a Branch Manager position. Jason clarified what it means to be a Satellite Branch. A Satellite Branch is a smaller location in the System without a manager. It is under the supervision of a larger Branch with a Manager with staffing augmented by other Branches.

GOAL: Want a print of staff organization chart and job descriptions in print.

Next meeting is Thursday, March 11, 2021, at 4:00

Jeffie Nicholson