

Pasadena Public Library Employee Advisory Team Guidelines

Mission Statement

The Library Employee Advisory Team provides an avenue for communication for all employees within and between library departments as well as the citywide Employee Advisory Board to create an atmosphere where positive change is cultivated, nurtured and beneficial to the entire City work environment.

Membership Composition and Responsibilities

Serving in an advisory capacity to the Director, the EAT is comprised of representatives from support and public services and as many locations as possible.

EAT Members are expected to participate in all EAT activities and fulfill the minimum membership term of 2 years where 1-year can be spent as an officer of EAT and 1-year as a regular member. The executive board of EAT currently consists of a Chair, a Vice Chair, and a Secretary. Membership may be extended with supervisor department head and board approval.

Each EAT member must take an active role in accomplishing special projects and goals.

Two members of EAT will serve on the City's Employee Advisory Board (EAB) and report back to EAT on updates and events. Since EAB supersedes EAT, members are asked for a two commitment, which means they are NOT obligated to serve on the Executive Board of EAT.

The EAT is tasked with the following:

Goal: Advancement

Objective: Inform staff of promotional process within the library and throughout the City as a whole.

- Encourage staff to attend city-sponsored workshops and seminars available throughout the year.
- EAT will help organize and implement staff days to encourage both professional and personal growth and development.

Goal: Respect and Appreciation

Objective: Recognize staff achievements, innovations, and improvements on a regular basis

- Recognize selected staff monthly; notify supervisors as well as staff library-wide
- Present year awards at Staff Development Day
- Communications Director to use the library blog to announce staff achievements
- Pay-It-Forward (PIF) award to presented every 3 weeks to deserving staff

Goal: Communication

Objective: Facilitate communication among divisions within the library

- Director's weekly blog post to keep staff updated about Executive Leadership Team (ELT) meetings and other issues
- Communication Director to use the library-wide blog to communicate department issues to all staff
- Share each division's goals library-wide
- Hold successful holiday parties and staff days to encourage socializing with staff library-wide
- Encourage staff at all levels to take part in City or Library Association trainings

Goal: Organizational Health

Objective: Survey the library staff after holiday party, staff day, and city picnic

- Hold focus groups or anonymous surveys to further determine where the library succeeds and where it needs work

EAT Officers and Roles

EAT is supported by its officers who are tasked to conduct meetings, maintain order, and speak on behalf of its members when meeting with the Director or address the Executive Leadership Team (ELT). More so, EAT officers are to maintain records, keep communication open with the membership, manage related budgets and carry-out other duties as needed.

Chairperson's Role

The Chair serves a minimum of two years (1-year as Chair and 1-year as a regular member). S/he reviews agendas and minutes prior to their distribution, keeping meetings flowing on time, provides updates and presentations to the Director and/or Senior Management, promotes EAT meetings, activities and events to gain department-wide support. S/he has oversight over EAT workgroups to ensure that goals are met in a timely manner.

Vice Chairperson's Role

The Vice Chair serves a minimum of two years (1-year as Vice Chair and 1-year as a regular member) and works closely with the chair by generating topics of discussion to address in the monthly agenda and providing any additional support to the Chair. In the absence of the Chair, the Vice Chair will perform the Chair's duties until the Chair returns; the Vice Chair also serves as the Secretary if the secretary is absent or has not been selected.

Secretary's Role:

The Secretary serves a minimum of two years (1-year as Secretary and 1-year as a regular member) and works closely with the Chair and the Vice-Chair by drafting the monthly agenda and providing any additional support to the Chair and Vice Chair. The Secretary takes notes of all the discussions during meetings and creates the minutes for each meeting, which will be reviewed and approved by the Chair and/or Vice Chair.