

## Sacramento Public Library Authority

Agenda Item 5.2: Contract Extension Interim Library Director

TO: Sacramento Public Library Authority Board Members

FROM: Linda Budge, Chair – Sacramento Public Library Authority Board

RE: Contract Extension – Interim Library Director

## **RECOMMENDED ACTION(S):**

1. **Approve** the Amendment to the Letter of Agreement with Phil Batchelor that will authorize him to continue to serve as the Interim Director until such time as the new Director arrives, see Exhibit A.

## **REASON FOR RECOMMENDATION**

On October 31, 2008, a Letter of Agreement was executed with Phil Batchelor to serve in the capacity of Interim Library Director for the period November 14, 2008 through June 14, 2009.

Given the longer-than anticipated search timeframe for a permanent Library Director, it is necessary at this time to execute an amended Letter of Agreement extending the time of performance for Mr. Batchelor through September 19, 2009 at the same rate and on the same terms and conditions as identified in the original Letter of Agreement.

However, this Amendment reduces the salary to be paid to Mr. Batchelor (by 75%) after the new Director has arrived for work. For the initial orientation period, Mr. Batchelor will be available for consultation and assistance as needed by the new Director.

Finally, since this proposed Amendment extends Mr. Batchelor's tenure to nearly ten months (ending in September 2009), it will also authorize him to use up to 120 hours of personal time off. However, any personal leave balance remaining at the conclusion of Mr. Batchelor's term of service shall not be paid out in cash.

#### **ATTACHMENTS**

Exhibit A: Amended Letter of Agreement with Phil Batchelor dated May 28, 2009

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# Sacramento Public Library Authority

May 28, 2009

Phil Batchelor, Interim Library Director Sacramento Public Library 828 I Street Sacramento, CA 95814

RE: Amendment to Letter of Agreement

Dear Mr. Batchelor:

In order to accommodate a longer-than-anticipated search process for a Library Director, all terms and conditions of the original Letter of Agreement dated October 31, 2008 (see Attachment A), which defined the terms of service as Interim Library Director for the Sacramento Public Library, shall remain in full force and effect with the following amendments.

- 2. Time of Performance. In order to provide coverage and direction until the permanent Library Director commences employment, the Interim Library Director shall perform those services outlined above between June 15, 2009 and September 19, 2009.
- 4. Compensation. Commencing on the effective date of appointment of the new Library Director, Interim Library Director's rate of compensation shall be set at \$4,500 per month, paid bi-weekly for a period of not less than two weeks, but not more than four weeks. Travel expenses will continue to be reimbursed as outlined above; however, per diem payments shall cease as of the effective date of this change.

Interim Library Director is hereby authorized to use up to 120 hours of Personal Time Off at his discretion over the remainder of the term of this Agreement. Any unused hours remaining at the conclusion of this Agreement shall not be paid out in cash.

Executed as of the day first above stated.

By:	
	Linda Budge, Board Chair
	Sacramento Public Library Authority, a Joint Powers Authority
By:	
•	Phil Batchelor, Interim Library Director
ATTEST:	
By:	
<i>y</i> <u>—</u>	Brenda R. Haggard, Clerk of the Authority Board
APPROVED AS TO FORM:	
Ву:	
<i>-</i>	Diane Balter Authority Counsel