

City of Sheboygan
2016-02-25

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MEAD PUBLIC LIBRARY BOARD OF TRUSTEES - 3:45 PM - The Loft Meeting Room, Mead Public Library, 710 N 8th Street, Sheboygan, WI 53081

Individual Library Trustees may attend the Human Resources Committee meeting below. It is possible that the resultant attendance may constitute a meeting of the Library Board pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis.2d 553, 494 N.W. 2d 408 (1993). To request a sign language interpreter for this meeting call 920-459-3414 via the Wisconsin Relay Service (800-947-3529) at least 5 weekdays in advance of the meeting and ask for Garrett Erickson (ext. 3414), or Lauren Richmond (ext. 3411). Persons with disabilities who need other accommodations to attend the meeting should contact Garrett Erickson (459-3400 ext. 3414) or Lauren Richmond (459-3400 ext. 3411) at least 3 weekdays in advance

1. OPENING OF MEETING

1.1 CALL TO ORDER AND DETERMINATION OF QUORUM - MAEVE QUINN, PRESIDENT

1.2 PLEDGE OF ALLEGIANCE

1.3 PUBLIC COMMENTS [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING)

1.4 APPROVAL OF MINUTES

ATTACHMENT: Minutes Board of Trustees 1-28-16.docx

ATTACHMENT: MinutesBoardofTrustees12-17-15.docx

1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS

2. COMMITTEE REPORTS

2.1 FINANCE COMMITTEE - DIRK ZYLMAN, CHAIR. REPORT OF 2/25/16 MEETING

2.2 FINANCE REPORT. 1. REVIEW AND APPROVE PAYMENT OF EXPENDITURES (INCLUDING PAYROLL) AND SPECIAL REVENUES (INCLUDING GRANTS) 2. RECEIVE MONTHLY 2016 BUDGET STATUS REPORT TO DATE (AVAILABLE AT MEETING) 3. REPORT OF GIFTS RECEIVED

2.3 HUMAN RESOURCES - HENRY NELSON, CHAIR. REPORT OF 2/16/16 MEETING

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 DISCUSSION AND POSSIBLE ACTION TO UPDATE HOLIDAY POLICY

ATTACHMENT: Holiday Policy Language from updated City Handbook Rev 1-1-16.docx

ATTACHMENT: Library holidays policy - current.pdf

ATTACHMENT: Library Holidays Policy - Proposed.docx

3.2 DISCUSSION AND POSSIBLE ACTION TO APPROVE CITY EMPLOYEE HANDBOOK AND DROP LIBRARY EMPLOYEE HANDBOOK

ATTACHMENT: Mead PL staff handbook - rev. 08-2014.doc

ATTACHMENT: RES 133-15-16 - City Employee Handbook.pdf

3.3 DISCUSSION AND POSSIBLE ACTION TO APPROVE LIBRARY ADDENDUM TO CITY HANDBOO

ATTACHMENT: City Staff Handbook - Library Addendum.doc

3.4 DISCUSSION AND POSSIBLE ACTION TO ELIMINATE LIBRARY "OVERTIME WORK AND COMPENSATION" POLICY

ATTACHMENT: Overtime Policy.pdf

3.5 DISCUSSION AND POSSIBLE ACTION TO ELIMINATE LIBRARY "UNEXCUSED ABSENCE" POLICY

ATTACHMENT: Unexcused Absense Policy.pdf

3.6 DISCUSSION AND POSSIBLE ACTION TO ELIMINATE LIBRARY "PAID TIME OFF (PTO)" POLICY

ATTACHMENT: PTO Policy.pdf

3.7 DISCUSSION AND POSSIBLE ACTION TO ELIMINATE LIBRARY "PROPER ATTIRE" POLICY

ATTACHMENT: Proper Attire.pdf

3.8 DISCUSSION AND POSSIBLE ACTION TO ELIMINATE LIBRARY "WORKERS COMPENSATION" POLICY

ATTACHMENT: Workers Compensation Policy.pdf

3.9 DISCUSSION AND POSSIBLE ACTION TO ELIMINATE LIBRARY "FAMILY AND MEDICAL LEAVE (FMLA) ACT" POLICY

ATTACHMENT: FMLA Policy.pdf

3.10 DISCUSSION AND POSSIBLE ACTION TO ELIMINATE LIBRARY "JURY DUTY/SUBPOENAS" POLICY

ATTACHMENT: Jury Duty Policy.pdf

3.11 DISCUSSION AND POSSIBLE ACTION TO ELIMINATE LIBRARY "MILITARY DUTY" POLICY

ATTACHMENT: Military Duty Policy.pdf

3.12 DISCUSSION AND POSSIBLE ACTION TO ELIMINATE LIBRARY "EMPLOYEE ASSISTANCE PROGRAM" POLICY

ATTACHMENT: Employee Assistance Program.pdf

3.13 DISCUSSION AND POSSIBLE ACTION TO APPROVE ANNUAL STATISTICS SUBMITTED TO D

ATTACHMENT: 2015 DPI - Public Library Annual Rpt.pdf

3.14 DISCUSSION ON STRATEGIES TO ATTRACT MORE RESIDENTS TO USE LIBRARY SERVICES

4. DIRECTOR'S REPORT

4.1 UPDATE ON WEBSITE DESIGN

4.2 UPDATE ON PROGRAMMING

4.3 JANUARY STATISTICS

ATTACHMENT: January 2016 Stats.xlsx

5. LIAISON REPORTS

5.1 EASTERN SHORES LIBRARY SYSTEM - HENRY NELSON

5.2 MEAD PUBLIC LIBRARY FOUNDATION - MAEVE QUINN\KATHIE NORMAN

5.3 FRIENDS OF THE MEAD PUBLIC LIBRARY - LAUREN RICHMOND

6. UPCOMING MEETINGS

6.1 LIBRARY BOARD FINANCE COMMITTEE (3/17/16 @ TBD)

6.2 FULL LIBRARY BOARD MEETING (3/17/16 @ 3:45)

7. ADJOURN

7.1 MOTION TO ADJOURN

In compliance with Wisconsin's Open Meetings Laws, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:

City Hall

Mead Public Library

Sheboygan County Administration Building

City's website