

**\*\*\*ATTACHMENTS\*\*\***

**Minutes**  
**Mead Public Library**  
**Board of Trustees**  
**December 18, 2014**

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, December 18, in The Loft. Present Board of Trustee members were Maeve Quinn, presiding, Chris Campe, Dave Hoffman, Dolcye Johnson, Henry Nelson, Kathie Norman, Martha Wortche, and Dirk Zylman. Unable to attend were Ald. Darryl Carlson and Nancy Mannchen. Staff members present: Debbie DeAmico, Garrett Erickson, Diane Kallas, Pat Mueller, and Melissa Prentice.

**1. Opening of Meeting**

1. Quinn called the meeting to order at 3:45 p.m. She determined there was a quorum present.
2. Quinn led the Pledge of Allegiance.
3. There were no public comments at this meeting.
4. Norman **moved** to approve the minutes from November 20; Nelson **seconded** the motion. The motion **passed.**

**5. Correspondence, Announcements, and Common Council Report**

Erickson distributed a thank you letter from the Family Resources Center commending us for allowing public meetings in MPL conference rooms.

**2. Committee Reports**

**1. Finance Committee Report of 12-18-14, Dirk Zylman**

Zylman reviewed a handout of Personnel Costs Metrics. He noted a -5.05% variance during December.

**2. Review and approve payment of expenditures including payroll. Receive monthly 2014 budget status report to date. Report of gifts received.**

Zylman reviewed monthly expenditures and recommended approval.

Nelson **moved**; Norman **seconded** a motion to approve payment of expenditures, including payroll and reoccurring expenditures. Motion **passed.**

There were no donations to report.

### **3. Human Resources Committee (HR), Henry Nelson, Report of 12-2-14**

Nelson said the majority of time at the Human Resources Committee meeting focused on the director and staff evaluation forms and process to be completed during the first quarter of the year. He indicated the committee is working on paralleling the City's documents. The HR Committee will meet on January 6 at 3:30 p.m. All Board of Trustee members are invited to provide input at HR Committee meetings.

Bylaws and Policies was deferred to number 3.1 on the agenda.

### **3. Items for Discussion and Possible Action**

#### **1. Discussion and possible action to approve changes to the "Bylaws and Policy Statements" document as recommended by the HR Committee**

Erickson reviewed the Personnel section of the "Bylaws and Policy Statements." He cited the major change to the policy being the addition of the following: **Part-time employees whose full-time equivalency is at least 0.5 are eligible for paid time off (PTO)**. The wording in the policy would include page positions to be considered part-time staff.

Hoffman **moved** to accept the presented changes to B, F, H, I, and K of the Personnel section of the "Bylaws and Policy Statements." Nelson **seconded** the motion. The motion **passed**.

#### **2. Business Improvement District Master Plan presentation by Dave Hoffman**

Hoffman explained the ten-year goals for the downtown and riverfront districts through a power-point presentation and handouts.

### **4. Director's Report**

#### **1. Final 2014 Sheboygan Children's Book Festival statistics**

Erickson shared a report written by Karin Menzer, co-chair of the Sheboygan Children's Book Festival. The report cited attendance up by 32%; the combination of Mead Public Library, John Michael Kohler Arts Center, Bookworm Gardens, and authors visiting schools this year was 9,441. Last year's combined attendance was about 5,000. The spike in attendance is attributed to 18 school visits which is double the number from the previous year.

#### **2. Branding discussion with local marketing expert Julie Hirt**

Erickson said he and staff have been meeting with Hirt from Dynamic Digital Agency to brainstorm a marketing strategy and build a brand for the library. Hirt is donating her time on behalf of MPL.

### **3. City purchasing process**

Erickson said he attended meetings at City Hall to review purchasing processes and to update the City's policies and procedures.

### **4. Foundation Yuletide Gala report**

Quinn asked Erickson to recap his speech from the Yuletide Gala.

- Strategic plans have been developed for the MPL Foundation, Friends Board, and Board of Trustees
- An emphasis on hands-on learning programs for our customers
- Self-service holds pickup
- Transitioned from five to three internal teams
- Board of Trustees transferred the management of 850 funds to the Foundation
- MPL staff is being cross trained

#### **2015 Goals**

- Priority is finding funds to attend conferences for staff development
- Foundation will fund equipment for self-payment of fines
- New air-conditioning units will be installed
- New website development
- Addition of Digital Media Lab with audio and video software

### **5. Monthly Statistics**

In his monthly review of MPL statistics Erickson noted that the switch to our camera count of people entering the building and being a voting precinct resulted in an additional 2,000 customers visiting during November, compared to last year.

## **5. Liaison Reports**

### **1. Eastern Shores Library System (ESLS), Henry Nelson**

Nelson reviewed two topics that were discussed at the December ESLS Board of Directors meeting. He said ESLS will save \$20,000 annually through one small change through OCLC cataloging. A goal through the COLAND report is to reduce 17 library systems statewide to a recommended 2 to 3 systems with centralized supervision throughout Wisconsin.

**2. Mead Public Library Foundation, Kathie Norman**

Norman reported the following on behalf of the MPL Foundation:

- The annual report letter campaign exceeded its \$10,000 goal
- MPL Foundation is expecting a \$20,000 donation from the Weill Charitable Foundation
- An additional 25% of the Board of Trustees 850 funds are now being invested through the Foundation. The final 25% will be transferred in the spring.

**3. Friends of Mead Public Library, Pat Mueller**

At the brief December Friends Board meeting and social President Judy Biederwolf appointed a Nominating Committee and a Budget Committee. The January agenda will include approval of the Friends Strategic Plan and reviewing fundraising ideas for 2015.

**6. Upcoming Meetings**

1. Human Resources Committee 1-6-15 at 3:30 p.m.
2. Finance Committee 1-22-15 at 2:30 p.m. (note correct start time)
3. Board of Trustees 1-22-15 at 3:45 p.m.

**7. Information Items**

November statistics

**8. Adjourn**

Norman **moved** to adjourn the meeting; Johnson **seconded** the motion. The motion **carried**. Quinn concluded the meeting at 5:05 p.m.



# Yearly Performance Evaluation

Name: \_\_\_\_\_

Job Title/Grade: \_\_\_\_\_

Change Rate from \_\_\_\_\_ to \_\_\_\_\_

	<b>UNACCEPTABLE</b> Not Competent in Position	<b>BELOW</b> Working toward Competency in Position	<b>SUCCESSFULLY ACHIEVED</b> Competent in Position	<b>EXCEEDS</b> OVERWHELMINGLY EXCEEDED EXPECTATIONS
<b>Quality of Work</b> Measures the ability of the employee to meet quality standards.	<input type="checkbox"/> <u>Many mistakes.</u> Repeated occurrences of careless work and excessive rework/redoing of assignments.	<input type="checkbox"/> <u>Needs improvement.</u> Higher than normal amount of rework.	<input type="checkbox"/> <u>Successfully Achieved</u> Solid performance. Work seldom requires rework.	<input type="checkbox"/> <u>High quality.</u> Consistently produces top-notch quality in all assignments. Able to master difficult jobs.
<b>Quantity of Work</b> Measures the ability of the employee to meet production standards.	<input type="checkbox"/> <u>Fails to meet standards.</u> Very slow on most job assignments. Fails to meet standards of the position.	<input type="checkbox"/> <u>Below standard.</u> Generally below standard; requires more time to complete assignments than expected.	<input type="checkbox"/> <u>Achieved standards.</u> Successfully Achieved standards and requirements of the position.	<input type="checkbox"/> <u>Production high.</u> Employee consistently exceeds production standards or goals.
<b>Job Knowledge</b> Measures the employee's knowledge of the job and standard work practices.	<input type="checkbox"/> <u>Unwilling/unable</u> Has not learned and/or makes little attempt to improve.	<input type="checkbox"/> <u>Is still learning job</u> Does not fully understand all job requirements or standard work procedures .	<input type="checkbox"/> <u>Knows job requirements</u> Follows standard work methods and procedures.	<input type="checkbox"/> <u>Good job knowledge</u> Knowledge of standard work. Keeps up with new developments.
<b>Work Area/Safety</b> Measures employee's commitment to safety and continuous improvement.	<input type="checkbox"/> <u>Does not support</u> Departmental objectives are ignored and/or has minimal regard for safety.	<input type="checkbox"/> <u>Shows some support</u> of continuous improvement objectives and safety; areas for improvement needed.	<input type="checkbox"/> <u>Supports Safety objectives</u> Successfully follows safety rules and procedures.	<input type="checkbox"/> <u>Leads safety</u> Keeps work area in excellent condition and follows safety rules. Goes above and beyond.
<b>Adaptability</b> Measures employee's ability to adapt to changing work environment and support team initiatives.	<input type="checkbox"/> <u>Resists change.</u> Slow to adapt to new situations or support cross-functional needs of the department	<input type="checkbox"/> <u>Slow to adapt.</u> Some resistance to change. Slow to adapt to cross-functioning initiatives.	<input type="checkbox"/> <u>Adaptable.</u> Learns job requirements in a normal amount of time. Supports improvement	<input type="checkbox"/> <u>Adjusts readily</u> Very adaptable to change. Takes ownership of initiatives.
<b>Cooperation</b> Measures employee's ability to respond positively to assigned tasks and to work with others.	<input type="checkbox"/> <u>Does not follow</u> instructions. Continual friction with others and is hard to work with.	<input type="checkbox"/> <u>Reluctant to follow</u> directions or instructions. Periodic friction with others.	<input type="checkbox"/> <u>Follows instructions</u> Cooperates with supervisor and co-workers.	<input type="checkbox"/> <u>Responds readily</u> to unusual or difficult assignments. Excellent team work.
<b>Attitude/Work and Co.</b> Measures employee's ability to work toward City objectives of higher productivity without sacrificing quality.	<input type="checkbox"/> <u>Constantly critical</u> of employer, job assignment, and/or other employees. Has caused dissention among others.	<input type="checkbox"/> <u>Needs improvement</u> in overall attitude toward the City and/or fellow employees.	<input type="checkbox"/> <u>Positive Attitude</u> Has positive attitude toward his/her work and the City. Sets a good example for others.	<input type="checkbox"/> <u>Very positive attitude.</u> Promotes good will. Held in high esteem by co-workers and supervisors and members of the community.
<b>Dependability</b> Measures the employee's ability to follow job instructions and complete his/her assignment.	<input type="checkbox"/> <u>Unable or unwilling</u> to follow job instructions and has repeated trouble completing work assignments.	<input type="checkbox"/> <u>Needs guidance</u> to insure job instructions are followed and work assignments completed.	<input type="checkbox"/> <u>Generally dependable</u> Can be depended upon to do the job correctly and within standards.	<input type="checkbox"/> <u>Completes jobs</u> under any conditions to the best of his/her ability.
<b>Attendance/Punctuality</b> Measures employee's overall attendance and punctuality.	<input type="checkbox"/> <u>Unreliable attendance.</u> High absence and tardiness rate. Leaves early. Doesn't respond to emergencies.	<input type="checkbox"/> <u>Often tardy or absent</u> Employee is working towards improvement.	<input type="checkbox"/> <u>Acceptable attendance.</u> Tardy very seldom. Responds to emergency calls. Willing to stay late when needed.	<input type="checkbox"/> <u>Very good attendance.</u> At work on time. Willing to help out for emergencies calls.
<b>OVERALL Performance</b> Based on ratings above, indicate the employee's overall performance rating.	<input type="checkbox"/> <u>UNACCEPTABLE.</u> Employee's performance is unacceptable to position. (Not Competent)	<input type="checkbox"/> <u>BELOW MINIMUM.</u> Employee's performance at times fails to meet minimum job requirements. (Working toward Competency)	<input type="checkbox"/> <u>ACHIEVED.</u> Employee's performance meets all position requirements. (Employee is competent in his/her job)	<input type="checkbox"/> <u>EXCEEDS.</u> Employee's performance exceeds position requirements. (Employee is very competent in job)

# Communications Review / Feedback Opp

*(This section must be completed and signed by the employee)*

1. What were your goals during the past year and did you achieve them? Why or why not (please elaborate):

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2. What are your upcoming goals during the next 12 months?

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**I have received an explanation of this evaluation and would like to make the following comments:**

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\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Library Director's Signature







## **Performance Evaluation Process 2015**

On-going organizational success depends on the intellectual capital within the organization. This program is a critical strategic tool for attracting and retaining qualified employees to sustain our organization and ensure that our employees are achieving their own personal development goals.

**Step 1:** Library managers and staff should create operational goals based on the framework of the most current library strategic plan. Once the pertinent strategic library goals and objectives have been identified, specific personal and team goals should be developed for the following year. Employees should document these personal and team goals on the second page of the Performance Evaluation Form 2015.

**Step 2:** Approximately 3 weeks prior to the evaluation, the manager should provide the employee with an Employee Questionnaire Form. The employee needs to complete the questionnaire and return to the supervisor prior to the performance evaluation.

**Step 3:** Performance Evaluation. On a yearly basis, the supervisor needs to evaluate the performance of the employee. There are 4 general categories to describe the employee's performance:

**PERFORMANCE EXCEEDS EXPECTATIONS** - A level of accomplishments that overwhelmingly go beyond reasonable but demanding standards of performance, particularly in the key areas of responsibility. This employee consistently demonstrates an exceptional level of achievement and can demonstrate how this was accomplished.

**PERFORMANCE SUCCESSFULLY ACHIEVED EXPECTATIONS** - A level of performance that clearly achieved all major requirements of the position. It reflects good, solid performance expected of those who possess the necessary education, training, and experience for the job. This rating applies to those employees who consistently perform in an effective and professional manner.

**PERFORMANCE NEEDS DEVELOPMENT / IMPROVEMENT** – Often a rating reflective of a new employee to the organization or the position, this rating reflects the need for development as not all performance fully meets the requirements of the position. The need for further development and improvement is clearly evident.

**UNACCEPTABLE PERFORMANCE** - A level of performance which is clearly below minimum job requirements, even when close supervision has been provided. Performance must significantly improve within a designated period of time if the employee is to remain in the position.

**Step 4:** See the Merit Adjustment Schedules to determine what, if any, eligibility the employee has for a pay increase or lump sum payout based on their overall performance for both a merit increase and an incentive bonus. Complete the Merit Adjustment Form, attain appropriate signatures and forward all completed forms to Library Administration.

Throughout the year, implement the formal and informal development opportunities through a combination of mentoring, coaching, job rotation, traditional educational programs, seminars and on-line learning solutions.



## Performance Evaluation Process *Employee Self Evaluation Questionnaire*

Name \_\_\_\_\_  
Print

Date \_\_\_\_\_

Position \_\_\_\_\_

Evaluation Period \_\_\_\_\_

**As a part of the evaluation process, use this form to review, describe, and evaluate your job performance over the past evaluation period. Share this form with your supervisor prior to your evaluation meeting for submittal with your annual performance evaluation for your file.**

1. What were your most significant work-related accomplishments? (Include projects, assignments, new skills or knowledge gained).
2. How do these accomplishments relate to your key goals? How do these accomplishments relate to the goals of the library as an organization?
3. What goals did you set for last year, but were unable to accomplish? Why were you unable to accomplish these goals?
4. What are your goals for the next evaluation period?
5. How will you accomplish these goals? When do you anticipate completing them?
6. What do you need to accomplish these goals?
7. How can your immediate supervisor and/or management do to help you to accomplish your goals or work more effectively and support your position?
8. What additional training or development would help you improve and/or enhance your work performance?
9. What feedback or suggestions do you have to improve library operations?

# Library Director Evaluation Survey

Date \_\_\_\_\_

Name (optional) \_\_\_\_\_

Directions: On a **scale of 1 to 5**, please rank Garrett Erickson's performance in the past year. Circle the score for each item. Please feel free to share comments as needed.

**(1-Outstanding; 2 –Very good; 3 – Fine; 4 – Improvement Needed; 5 – Not Applicable)**

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1. Works with Board of Trustees and management team to develop strategies for achieving strategic goals and financial sustainability. **1 2 3 4 5**

*Comments:*

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2. Recruits and retains competent staff. **1 2 3 4 5**

*Comments:*

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3. Demonstrates quality of analysis and judgment related to progress and opportunities and need for changes. **1 2 3 4 5**

*Comments:*

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4. Uses knowledge of major developments and trends in the library field. **1 2 3 4 5**

*Comments:*

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5. Establishes ambitious but realistic goals for excellence and impact; maintains and adapts programs with initiative and impact. **1 2 3 4 5**

*Comments:*

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6. Serves as effective spokesperson for Mead Public Library. **1 2 3 4 5**

*Comments:*

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(1-Outstanding; 2 –Very good; 3 – Fine; 4 – Improvement Needed; 5 – Not Applicable)

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7. Leads Mead Public Library in maintaining a climate of excellence, accountability and respect. **1 2 3 4 5**

*Comments:*

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8. Develops realistic budget. **1 2 3 4 5**

*Comments:*

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9. Establishes positive relationships with all stakeholders. **1 2 3 4 5**

*Comments:*

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10. Works with Board President to appropriately involve Library Board in decisions. **1 2 3 4 5**

*Comments:*

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11. Ensures that the Library Board of Trustees is fully informed in timely way about Mead's condition and the important factors influencing it. **1 2 3 4 5**

*Comments:*

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12. Please feel free to share any additional comments.

## 12. Paid Vacation and other Paid Time Off (PTO)

a. Eligibility: Full-time and part-time employees are eligible for paid time off (PTO), ~~i.e. vacation and discretionary time off (DTO)~~, as prescribed below after they have completed 3 calendar months of employment.

b. Employees hired prior to December 31, 2011 receive the annual paid vacation for which they were qualified at the time of hire or per the schedule of hours below, whichever is greater:

0 – 1 year of service	0
1 – 4 years	80
5 – 12 years	120
13 – 20 years	160
21+ years	200

c. Employees receive ~~discretionary~~ **paid** time off (**DP**TO) annually per the schedule of hours below:

0 – 1 year of service	40
1+ years	80.

**DP**TO must be used during the year received or it is forfeited, i.e. it does not carry over from year to year. Unused **DP**TO will not be paid out upon separation for any reason. **DP**TO replaces the eliminated sick leave, personal days, and floating holidays. It is intended for immediate, unscheduled use when an employee is unable to report for work due to illness or injury and for scheduled use for other purposes, including medical and dental appointments and the conduct of personal business.

i. In order to use **DP**TO or the sick leave account for absence due to illness or injury, employees must inform the Library of the reason for use as soon as possible, but no later than 15 minutes after the employee's scheduled starting time, unless circumstances prevent them from doing so. Employees working evenings are required to notify the Library of their inability to report to work as soon as possible. Failure to give proper notification may be cause for denial of **DP**TO or the sick leave account.

(1) A phone call to Administrative Office personnel giving the required information fulfills the notification requirement.

(2) Employees shall keep their immediate supervisor informed of their condition at reasonable times during the paid time off period.

(3) For use beyond three calendar days, the Director may require that the employee complete and submit all applicable forms as set forth in the Family and Medical Leave section incorporated herein.

- (4) The Director may at any time require that the employee provide a health care provider's certificate stating the nature of the illness or injury whether of the employee or applicable family member.
- ii. Use of **DP**TO for other purposes must be scheduled in advance.
- d. Vacation and **DP**TO is prorated for part-time employees at a rate based on their full-time equivalency.
  - e. Vacation time for any given year is earned during the previous calendar year. Vacation time shall be taken in the calendar year after it is earned unless the workload does not permit. Such vacations shall be taken as mutually agreed by the Library and employee, but no later than the following year. The Director may make exceptions in unusual cases.
  - f. Vacation and **DP**TO is earned in one year for use in the next. As a result, it is vested on the first day of each year. For example, if you were hired in June, you would be eligible for the one year benefit as of the following January 1 since you would celebrate your 1 year anniversary that year.
  - g. The Director (or designee) shall determine earned vacation and **DP**TO hours annually, keep records of such use, and notify employees as near to January 1 as is practicable of their earned vacation and **DP**TO hours.
  - h. Payment in lieu of vacation shall not be made except at termination of employment; or when employees change their status from full-time to part-time, in which case payment will be made as soon as practicable to establish the prorated full-time equivalency number of vacation hours.
  - i. If illness resulting in the physical incapacitation of employees takes place during a scheduled vacation, employees who have **DP**TO or sick leave account hours may charge such time to either if approved by the Director, with **DP**TO to be exhausted prior to use of the sick leave account.
  - j. Supervisors shall determine and approve vacation schedules in a manner that will provide continuity of Library service. In unusual situations, supervisors may assign vacation hours to best suit the needs of the Library.
  - k. Use of vacation and **DP**TO is allowable in increments of not less than one (1) hour. Use of the sick leave account is allowable in increments of not less than eight (8) hours.
  - l. The Director (or designee) shall resolve any conflicts in the use of vacation and **DP**TO.

### 13. Sick Leave Account

- a. Effective December 31, 2011 the paid sick leave benefit is eliminated and a sick leave account created for each eligible employee.
- b. The value of each employee's accrued sick leave hours will be calculated as of December 31, 2011, based on their base hourly wage rate. Once they have exhausted all **DP**TO days in a given year, employees may use their sick leave account, or calculated value, for the purpose of receiving pay at times they are not able to report for work due to illness or injury.

g. Unaccrued Leave

An employee who exhausts their PTO may be eligible to use PTO hours donated from other employees providing the employee meets the following eligibility requirements.

- (1) The employee must have satisfactorily completed the orientation period, be a regular full-time or part-time employee of the Library, and have a satisfactory attendance record exclusive of valid leave or other authorized absences.
- (2) Employees in need of such assistance may request that the Human Resources Committee grant permission for other employees to donate PTO to them. Eligible employees may only request assistance after exhausting all PTO available to them and must demonstrate the nature and extent of the financial hardship created by their continued inability to report to work.

**Mead Public Library/City of Sheboygan  
2015 Holiday Schedule**

Good Friday	Friday, April 3
Memorial Day	Monday, May 25
4 <sup>th</sup> of July	Friday, July 3
Labor Day	Monday, September 7
Thanksgiving Day	Thursday, November 26
Day after Thanksgiving	Friday, November 27
Christmas Eve	Thursday, December 24
Christmas Day	Friday, December 25 Open Saturday
New Year's Eve	Thursday, December 31
New Year's Day	Friday, January 1, 2016