

City of Sheboygan
2018-10-04

B52NTR5FF580

MinutesMead Public LibraryHuman Resources CommitteeThursday, October 4, 2018

A meeting of the Mead Public Library (MPL) Human Resources Committee (HR) was held on Thursday, October 4, 2018 in The Public Conference Room.

STAFF/OFFICIALS PRESENT: Library Board of Trustees Vice President Kathie Norman, presiding; Board President Maeve Quinn, and Nancy Mannchen. Staff: Library Director Garrett Erickson, Business Manager Debbie DeAmico, and Administrative Assistant Sydney Mehn. Board members absent: Meg Albrinck.

OPENING OF MEETING CALL TO ORDER AND DETERMINATION OF QUORUM Norman called the meeting to order at 9: 01 a.m.; she determined there was a quorum present.

APPROVAL OF MINUTES Quinn moved to approve the minutes from 4 / 19 / 18. Mannchen seconded. The motion passed.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION HEALTH INSURANCE CHANGES FOR 2019 Quinn moved to adopt the City health insurance changes for 2019, as presented, with the ability to review and approve any changes in the future. Mannchen seconded. The motion passed.

UPDATE MPL POLICY

13.06 EXPENSE REIMBURSEMENT POLICY Quinn moved to approve the policy changes as presented. Mannchen seconded. The motion passed.

UPDATE MPL POLICY

15.14 CLASSIFICATION SCHEDULE Quinn moved to approve the policy changes as presented. Mannchen seconded. The motion passed.

UPDATE MPL POLICY

15.15 COMPENSATION PLAN Quinn moved to approve the policy changes as presented. Mannchen seconded. The motion passed.

UPDATE MPL POLICY

15.18 SPECIAL COMPENSATION PROVISIONS Quinn moved to rescind the policy per the recommendation from library administration. Mannchen seconded. The motion passed.

UPDATE MPL POLICY

15.30 VACATION Quinn moved to approve the policy changes as presented with the amendment that the wording be changed to City of Sheboygan s employee handbook throughout for ease of understanding . Mannchen seconded. The motion passed.

UPDATE MPL POLICY

15.38 HEALTH, DENTAL, AND OTHER HEALTH-RELATED INSURANCE Quinn moved to approve the policy changes as presented, again with the amendment that the wording be changed to City of Sheboygan s employee handbook throughout for ease of understanding. Mannchen seconded. The motion passed.

UPDATE TO LIBRARY ADDENDUM OF CITY HANDBOOK Discussion tabled until 11 / 9 / 18 meeting when the discussed changes are presented.

DISCUSSION OF PROCESS TO EVALUATE THE LIBRARY DIRECTOR It was decided that we would use Survey Monkey to send out the evaluation this year as it allows for better privacy. Survey will be sent to all Trustees, Foundation president, Friends president, and all of Erickson s direct reports. The survey will be due prior to November 2, 2018. ITEMS FOR FUTURE DISCUSSION LIBRARY DIRECTOR EVALUATION UPCOMING MEETINGS LIBRARY HUMAN RESOURCES COMMITTEE MEETING ON NOVEMBER 9, 2018 @ 11: 00 AM ADJOURN MOTION TO ADJOURN Norman moved to adjourn the meeting. Quinn seconded. The motion passed.

Being no further business the meeting adjourned at 10: 03 a.m.

Generated by Sydney Mehn on Thursday, October 4, 2018