

City of Sheboygan  
2018-04-19

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MinutesMead Public LibraryHuman Resources CommitteeThursday, April 19, 2018

A meeting of the Mead Public Library (MPL) Human Resources Committee (HR) was held on Thursday, April 19, 2018 in The Public Conference Room.

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

#### OPENING OF MEETING

1.1

CALL TO ORDER AND DETERMINATION OF QUORUMNorman called the meeting to order at 9: 06 a.m.; she determined there was a quorum present.

APPROVAL OF MINUTESAlbrinck moved to approve the minutes from 12 / 7 / 17. Mannchen seconded. The motion passed.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION UPDATE TO JOB DESCRIPTIONS  
Erickson presented a pending change to the Support Services department. They would be eliminating the position of Library Technical Services Assistant and transferring those staff members to the position of Cataloger instead. DeAmico gave an analysis explaining the differences in this position. Albrinck moved to accept and adopt the title change and pay differential, effective next pay period, and pending full board approval. Mannchen seconded. The motion

passed. Erickson then proposed a new position to the committee. This position would be titled Public Safety Specialist, and would be in replacement of our current security guard service. This person would be responsible for the day to day patron issues, serving as a resolution liaison, and a trainer/teacher for staff. The ideal person would have either a social work background, or a criminal justice background (or both.) DeAmico explained how she had moved and pulled funds and FTE s to be able to accommodate another staff member. Albrinck brought up the possibility of future internships with students from social work and criminal justice majors from local colleges. It was suggested that the description include wording on developing relationships with patrons, as well as a preference for a bilingual candidate. Norman moved to approve the Public Safety Specialist job description as presented, pending changes noted above. Albrinck seconded. The motion passed.

UPDATE TO TABLE OF ORGANIZATION With the previous line items being approved, Erickson submitted a draft revised table of organization for approval. Mannchen moved to approve the new table of organization. Albrinck seconded. The motion passed.

UPCOMING MEETINGS      FUTURE MEAD PUBLIC LIBRARY      HUMAN RESOURCES AGENDA ITEMS

NEXT MEETING DATE      AS NEEDED

ADJOURN      Norman moved to adjourn the meeting. Albrinck seconded. The motion passed.

Being no further business the meeting adjourned at 9: 56 a.m.

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