

City of Sheboygan
2017-11-10

ASULFU55AA78

MinutesMead Public LibraryHuman Resources CommitteeFriday, November 10, 2017

A meeting of the Mead Public Library (MPL) Human Resources Committee (HR) was held on Friday, November 10, 2017 in The Loft.

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, Administrative Assistant Sydney Mehn.

Opening of Meeting
1.1

Call to Order and Determination of QuorumNorman called the meeting to order at 9: 34 a.m.; she determined there was a quorum present.

Approval of minutesQuinn moved to approve the minutes from 9 / 19 / 17. Mannchen seconded. The motion passed.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION
2.1

DISCUSSION AND POSSIBLE ACTION TO UPDATE JOB DESCRIPTIONSQuinn moved to include the security component to the Maintenance Technician job description. Albrinck seconded. The motion passed.

DISCUSSION AND POSSIBLE ACTION ON PERFORMANCE EVALUATION OF LIBRARY DIRECTOR

Committee determined a procedure for evaluation of the library director. Full board, direct reports, Foundation board president, and Friends board president will all get a survey with which to evaluate the Library Director. Surveys will be anonymous and should be returned/filled out online by November 30 th for review by Kathie. Committee will meet again on December 7 th at 3: 30 to discuss an overview of the results.

UPCOMING MEETINGS

3.1

Future Mead Public Library-Human Resources agenda items-TBD

Next meeting date-Thursday December 7 th, 3: 30 p.m.

ADJOURN

4.1

Norman moved to adjourn the meeting. Mannchen seconded. The motion passed.

Being no further business the meeting adjourned at 10: 15 a.m.

Generated by Sydney Mehn on Friday November 10, 2017