

City of Sheboygan
2017-06-29

ANQMRF54D55E

MinutesMead Public LibraryHuman Resources CommitteeThursday, June 29, 2017

A meeting of the Mead Public Library (MPL) Human Resources Committee (HR) was held on Thursday, June 29 2017 in The Loft.

STAFF/OFFICIALS PRESENT:

Library Board of Trustees Vice President Kathie Norman, presiding; Board members Nancy Mannchen and Meg Albrinck. Staff: Library Director Garrett Erickson, Business Manager Debbie D Amico, Administrative Assistant Sydney Mehn.

Opening of Meeting Call to Order and Determination of Quorum Norman called the meeting to order at 2: 02 p.m.; she determined there was a quorum present.

Closed Session Motion to convene in closed session under the exception set forth in Wisconsin state statutes 19.85 (1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for. Albrinck moved to enter closed session. Mannchen seconded. The motion passed.

Discussion regarding current and planned vacancies at the libraryMannchen moved to recommend to the Finance Committee and to the full Board to accept the proposal presented to the HR Committee. Albrinck seconded. The motion passed.

Reconvene in open session

Items for Discussion and Possible Action Discussion and Possible Action to Update Table of Organization Mehn distributed a draft update of the Library s Table of Organization. After discussion, Norman moved to approve the draft document as discussed with a start date of January 1, 2018. Nelson seconded.

The motion passed.

Discussion and Possible Action to Update Job Descriptions Tabled until a future meeting. Approval of MinutesNorman moved; Albrinck seconded to approve the minutes of April 18, 2017.

The motion passed. Upcoming Meetings Future Mead Public Library-Human Resources agenda items-TBD Next meeting date-TBD AdjournNorman adjourned the meeting at 3: 14 p.m

