

City of Sheboygan
2017-04-18

ALCQP96A3572

MinutesMead Public LibraryHuman Resources CommitteeTuesday, April 18, 2017

A meeting of the Mead Public Library (MPL) Human Resources Committee (HR) was held on Tuesday, April 18, 2017 in the Administrative Board Room.

STAFF/OFFICIALS PRESENT:

Library Board of Trustees Vice President Kathie Norman, presiding; Library Board President Maeve Quinn and Library Board Trustee Henry Nelson.

Staff:

Library Director Garrett Erickson.

Opening of Meeting Call to Order and Determination of Quorum Norman called the meeting to order at 12: 08 p.m.; she determined there was a quorum present.

Approval of MinutesNelson moved; Quinn seconded to approve the minutes of November 1, 2016. The motion passed.

Items for Discussion and Possible Action Discussion and Possible Action to Update Job Descriptions Erickson distributed a draft update to Maintenance Technician I job description.Quinn moved to adopt updated job description with new title for the position as Maintenance Technician.Nelson seconded. The motion passed.

Erickson distributed a draft update to Librarian I, II job description.Norman moved to adopt updated job description with new title for these positions as Librarian.Quinn seconded. The motion passed.

Erickson distributed a draft update to Library Assistant I, II, III job description.Nelson moved to adopt updated job description with new title for these positions as Library Assistant.Norman seconded. The motion passed.

Erickson distributed a draft for the newly created job title of Support Services Library Assistant job description.After deliberation, the job title was changed to Technical Services Library Assistant.Norman moved to adopt the new job description with the title for the position as Technical Support Library Assistant.Nelson seconded. The motion passed.

Discussion and Possible Action to Update Table of Organization Erickson distributed a draft update of the Library s Table of Organization.

After discussion, Norman moved to approve the draft document with a change in one of the job titles from Support Services Library Assistant to Technical Services Library Assistant.

Nelson Seconded.

The motion passed.

Discussion and Possible Action on 2017 Wage Scale UpdateThe group discussed a variety of ways to get employee salaries to the mid-point.

This topic will be discussed further at the next Library Board Finance Committee meeting.

Upcoming Meetings Future HR Committee agenda items-TBD The next HR Committee meeting is TBD.

AdjournNorman adjourned the meeting at 1: 04 p.m.