

City of Sheboygan  
2016-08-09

ACEM7J53B50C

MinutesMead Public LibraryHuman Resources CommitteeTuesday, August 9, 2016

A meeting of the Mead Public Library (MPL) Human Resources Committee (HR) was held on Tuesday, August 9, 2016 in the Public Conference Room.

STAFF/OFFICIALS PRESENT:

Library Board of Trustees Vice President Kathie Norman, presiding; Library Board of Trustees Nancy Mannchen, Henry Nelson and Dolcye Johnson.

Library Director Garrett Erickson, Library Business Manager Debbie DeAmico, and Library Administrative Assistant Lauren Richmond.

Opening of Meeting Call to Order and Determination of Quorum Norman called the meeting to order at 2: 01 p.m.; she determined there was a quorum present.

Approval of MinutesNelson moved; Mannchen seconded to approve the minutes of May 19, 2016. The motion passed.

Items for Discussion and Possible Action Discussion and Possible Action to Update Job Descriptions Nelson moved; Mannchen seconded to approve the Cleaner job description with the change from are to may be under the Pre-employment Requirement section. The motion passed.

Mannchen moved; Nelson seconded to approve the Public Information Specialist job description with the following changes: remove are and add may be under the Pre-employment Requirement section. Change the job title to Communications Specialist , and remove plan for the future from item 8 under Essential Duties & Responsibilities and add assist in strategic planning for the Library . The motion passed.

Discussion and Possible Action to Update 2017 Table of OrganizationNorman moved; Nelson seconded to approve the 2017 Table of Organization with the addition of a breakdown of number of full-time and part-time employees to the document. The motion passed.

Discussion and Possible Action to Update Health, Dental and Other Health-Related Insurance PolicyCouncil took action to no longer give part-time employees a \$600 cash benefit for waiving participation in the City health insurance plan. Library policy needs to be updated to reflect the changes.

Norman moved; Nelson seconded to modify the Library policy to align with the City's by removing a regular part-time employee who chooses to drop or waive participation in the City health insurance plan shall receive a payment of \$600 per year, prorated on a monthly basis from Section B, Subsection 2 in the Health, Dental, and Other Health-Related Insurance policy. The motion passed.

Update On Salary Survey Study DeAmico reports that she has received information from all the comparative libraries she contacted except Appleton and Racine. Mid-point salaries have now been added to the report as well. The other library numbers are current with this year's pay scale, while Mead is still using a 2009 pay scale. Next step is to work with City HR to align Library pay scale with theirs. HR will also assist in non-subjectively determining an appropriate comparative library for those positions which have no equivalent at the City level.

Upcoming Meetings      Future HR Committee agenda items-TBD

The next HR Committee meeting is TBD.

Adjourn