

MinutesMead Public LibraryHuman Resources CommitteeMay 3, 2016

A meeting of the Mead Public Library (MPL) Human Resources Committee (HR) was held on Tuesday, May 3 rd in the Board Room. Members present were: Henry Nelson, presiding; Kathie Norman, Maeve Quinn and Nancy Mannchen. Present staff members: Garrett Erickson, Debbie DeAmico, Melissa Prentice and Lauren Richmond. City staff present: Sandy Rohrick

Opening of Meeting Call to Order and Determination of Quorum Nelson called the meeting to order at 11: 04 a.m.; he determined there was a quorum present.

Approval of MinutesQuinn moved; Norman seconded to approve the minutes of February 16, 2016. The motion passed.

Items for Discussion and Possible Action Update on Security Issues
Erickson reports that security is still the biggest complaint in the library. The library has taken major steps to improve this problem including expanded perimeter of security outside, stronger sentencing for offenders (doubled time not allowed in library with each offense) and a better camera system outside to monitor and document outer areas.

Prentice reports that we currently have a contract with Special Operations Agency out of Sheboygan and are pleased with current guards. The issue is turnover within the company and the lack of library control over who we get sent to work with. Ideally it would be preferred to have a Mead security staff person on payroll to maintain consistency and relationships with customers.

Committee determined that a cost analysis is needed to determine the true cost different between working with an agency and hiring staff privately. Current contractual obligations also need to be researched.

Discussion and Possible Action on Formulating 2017 Library Personnel Budget
-DeAmico reported that without an increase in city funds, a significant salary increase will not be possible in 2017. She also presented a salary comparison study that showed current library salaries and her suggested pay grade level versus those same positions at city hall. In addition, there was a similar salary study of comparable library positions in Wisconsin. -Rohrick discusses the challenges with comparing non-comparable positions between city hall and library. Each position needs to be looked at individually based on tasks, education requirements, number of employees managed, etc.-Next steps are to continue to get other library pay scales for comparison, work with city to place library positions on the city pay scale document with a target date of July for final numbers in order to be able to present them at the joint Finance meeting. Upcoming Meetings Future HR Committee agenda items will include cost analysis on security, pay scale update and cleaning crew evaluation The

next HR Committee meeting is TBD

Adjourn