

MEAD PUBLIC LIBRARY HUMAN RESOURCES COMMITTEE MINUTES - 3: 30 PM - Library Board Room (Tuesday, March 10, 2015) Generated by Pat Mueller on Wednesday, March 11, 2015

A meeting of the Mead Public Library (MPL) Human Resources Committee (HR) was held on Tuesday, March 10 in the Public Conference room. Members present were: Henry Nelson, presiding; Nancy Mannchen, Kathie Norman, and Maeve Quinn. Present staff members: Garrett Erickson, Debbie DeAmico, and Pat Mueller.

1. OPENING OF MEETING

Action:

1.1 CALL TO ORDER AND DETERMINATION OF QUORUM Nelson called the meeting to order at 3: 30 p.m.; he determined there was a quorum present.

Action:

1.2 APPROVAL OF MINUTES The February 10 minutes were amended to state that the closed session was done on a roll-call vote with all voting yes. Quinn moved to approve the minutes; Norman seconded the motion. The motion passed.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

Action:

2.1 DISCUSSION AND POSSIBLE ACTION TO UPDATE LANGUAGE IN "WORKERS COMPENSATION" SECTION OF BYLAWS AND POLICY STATEMENTS Erickson said the title deputy director should be deleted and the title of manager added. Quinn moved to accept the Bylaws policy change; Norman seconded the motion. The motion passed.

Action:

2.2 DISCUSSION AND POSSIBLE ACTION TO CHANGE JOB DESCRIPTION OF CHIEF MAINTENANCE TECHNICIAN Erickson read correspondence from Sandy Rohrick, City Human Resources, recommending that Pete Eisch's title be changed from technician to maintenance supervisor and to change his status from non-exempt to exempt staff. Norman moved to accept the title and status change to exempt. Mannchen seconded the motion. The motion passed.

Action:

2.3 DISCUSSION AND POSSIBLE ACTION TO CHANGE JOB DESCRIPTION OF BUSINESS SPECIALIST DeAmico left the room before this discussion. Erickson reviewed additions of responsibilities to business specialist position due to the retirement of Sherry Smith, and the group discussed changing DeAmico's title. The title of business manager was recommended. Norman moved to change the business specialist title to business manager with a pay grade of 10. Mannchen seconded the motion. The motion passed.

Action:

2.4 DISCUSSION AND POSSIBLE ACTION TO UPDATE LANGUAGE IN "CLASSIFICATION SCHEDULE" SECTION OF BYLAWS AND POLICY STATEMENTS Erickson reviewed a handout of MPL salary scales, and he noted the salary scales needs to be updated to match the Table of Organization. Nelson moved to recommend to the Board of Trustees updating classifications, including business manager, on the Table of Organization. Quinn seconded the motion. The motion passed.

Discussion:

2.5 DISCUSSION AND POSSIBLE ACTION TO ELIMINATE RESIDENCE REQUIREMENT LANGUAGE FROM BYLAWS AND POLICY STATEMENTS DOCUMENT Because state statute 66.0502 no longer allows the requirement that the library director is required

to live in the city of Sheboygan, Erickson recommended deleting policy VI "Residency Requirement" from our Bylaws and Policy Statements. Norman moved to delete the "Residency Requirement" from our Bylaws. Mannchen seconded the motion. The motion carried.

Action:

2.6 DISCUSSION AND POSSIBLE ACTION TO ADOPT UPDATED CITY TRAVEL EXPENSE POLICY
Erickson reviewed our current MPL Staff Handbook
3.7 Expense Reimbursement, and the City's policy was reviewed. Erickson said MPL staff are required to receive preapproval for all travel expenses. Each request is reviewed on a case-by-case basis. Erickson was asked to update the library policy including incorporating IRS guidelines for mileage reimbursement to be reviewed at the next HR Committee meeting.

3. UPCOMING MEETINGS

Information:

3.1 FUTURE MEAD PUBLIC LIBRARY - HUMAN RESOURCES AGENDA ITEMS DISCUSSION OF RETIREMENT PAYOUT POLICY DISCUSSION OF VACATION ACCRUAL AND CARRYOVER DISCUSSION OF ADOPTING CITY SALARY SCALE * MPL TRAVEL EXPENSE POLICY

Erickson started a conversation about our retirement payout policy. The HR Committee members agreed that this subject should be referred to the Finance Committee.

Information:

3.2 Next Meeting: April 14, 3: 30 p.m., Board Room

4. ADJOURN

Action:

4.1 Quinn made a motion to adjourn the meeting. Mannchen seconded the motion. The motion passed. Nelson concluded the meeting at 4: 35 p.m.