

Minutes Mead Public Library Human Resources Committee February 10, 2015

A meeting of the Mead Public Library (MPL) Human Resources Committee was held on Tuesday, February 10 in the Board Room. Committee members present were: Henry Nelson, presiding; Maeve Quinn, Kathie Norman, Martha Wortche, and Nancy Mannchen. Present staff members: Garrett Erickson and Debbie DeAmico.

Others in attendance: Dolcye Johnson.

Nelson called the meeting to order at 3: 34 p.m.

Nelson determined there was a quorum present. Quinn moved to approve the Human Resources Committee minutes of January 6, 2015. Mannchen seconded the motion. The motion passed.

(2.1), (2.2),
2.3), and (2.4)

A motion was made by Quinn

to convene in closed session for the purpose of evaluating the performance of the Library Director under the exception set forth in Wisconsin State Statues 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.

The motion was seconded by Wortche.

The motion passed.

The meeting went into closed session at 3: 37 p.m.

The meeting was reconvened in open session at 4: 57 p.m.

(2.5) Possible action on Library Director Performance appraisal.

Quinn moved to submit the library director s performance appraisal as revised to the Board of Trustees. The motion was seconded by Mannchen. The motion passed.

(2.6) Discussion and possible action on adopting the current City policy to payout staff who do not accept the healthcare benefit.

Erickson explained that MPL's current policy is to pay out \$1,200 to MPL full-time employees who accept the City of Sheboygan's health insurance plan, and later decide to opt-out.

Quinn asked if eligible employees were paid the incentive to date that have opted out.

DeAmico stated that all employees covered under this incentive have been paid the \$1,200.

Erickson asked the Human Resource Committee to consider aligning with the City of Sheboygan's \$1,200 annual health insurance payout for MPL full-time employees who choose not to go onto the City of Sheboygan's health insurance.

Nelson moved to recommend to the Board of Trustees to approve the health insurance benefit for MPL full-time employees choosing not to go on the City of Sheboygan's health insurance benefit plan with a \$1,200 incentive payment on a yearly basis.

Norman seconded the motion. The motion passed.

(2.7) Discussion and possible action to change specific employees to exempt or non-exempt status.

Erickson explained to the committee that the chief maintenance position is currently a non-exempt position; however, he recommends changing it to an exempt position.

He explained this position meets all the criteria for an exempt position.

Quinn moved to recommend to the Board of Trustees to change the chief maintenance position from a non-exempt status to an exempt status on the MPL Table of Organization.

The motion was seconded by Norman. The motion passed.

(2.8) Update and discussion of Security Service.

Erickson shared a patron concern regarding Special Operations Detective Agency security guards carrying guns in the library.

Erickson had Pat Mueller do a survey of six other WI libraries of similar size.

None of them had security personnel carrying firearms.

The HR Committee felt there is no need for a security guard to carry a gun in the library.

They felt if a situation would arise where a weapon would be needed a staff member should call the Sheboygan Police.

Erickson said he would talk with Matt Elliot, Special Operations Services owner, about the reasons for arming the security guards.

(2.9) Discussion and possible action of updating the Mead Public Library Table of Organization.

Erickson presented an updated 2015 Table of Organization.

Erickson recommended two changes which included eliminating the administrative specialist II title and combining Page I and Page II into Page.

Norman moved to recommend to the

Board of Trustees to adopt the updated MPL Table of Organization.

Wortche seconded the motion.

The motion passed.

Other:

Quinn addressed a concern from Board of Trustee member Chris Campe that the HR Committee should look at the staff education qualifications, specifically, that a person who works with patrons should have at least two years of college.

(3.1) Future Mead Public Library Human Resource Committee Agenda Items
1.

Continuation of Bylaws & Policy Statements reviews
2.

Pay grade scale to mirror the City of Sheboygan

(3.2) Next meeting: March 10, 3: 30 p.m., Board Room

(4) Adjourn: Norman moved to adjourn the meeting; seconded by Quinn.

The motion carried.

Nelson concluded the meeting at 5: 29 p.m.