

*****ATTACHMENTS*****

Minutes
Mead Public Library
Human Resources Committee
Tuesday, May 14, 2019

A meeting of the Mead Public Library (MPL) Human Resources Committee (HR) was held on Tuesday, May 14, 2019 in The Board Room.

STAFF/OFFICIALS PRESENT: Library Board of Trustees Vice President Kathie Norman, presiding; Board President Maeve Quinn, and Meg Albrinck. Staff: Library Director Garrett Erickson, Business Manager Debbie DeAmico and Administrative Assistant Sydney Mehn. Guest: Sandy Rohrick

1. OPENING OF MEETING

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM Norman called the meeting to order at 2:03 p.m.; she determined there was a quorum present.
- 1.2 APPROVAL OF MINUTES Albrinck **moved** to approve the minutes from 11/9/18. Quinn **seconded**. The motion **passed**.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- 2.1 2020 COMPENSATION Rohrick presented an FYI on the proposed health insurance increases for 2020. This is a result of the rising group health insurance costs. The city is considering several combinations of modifications in order to offset these costs.
- 2.2 JOB DESCRIPTION UPDATES Erickson presented several job description updates. These updates are in response to the current Page Supervisor's retirement announcement. The updates were changes to education requirements, as well as wording changes. After some discussion, Albrinck **moved** to accept the new job description versions, pending discussed changes. Quinn **seconded**. The motion **passed**.
- 2.3 TABLE OF ORGANIZATION UPDATE Erickson reported that due to the Page Supervisor's retirement, there are a few proposed changes to the TO for both 2019 as well as 2020. The 2019 TO will now have the Support Services Manager overseeing the pages. The 2020 changes will include the FTE from the page supervisor being absorbed into other needed areas. Quinn **moved** to approve the 2019 TO, and the 2020 TO, with the amendment that 2020 will begin on 1/1/2020 pending any openings prior. If that should be the case, 2020 would then be adopted early. Albrinck **seconded**. The motion **passed**.

3. ADJOURN

- 3.1 MOTION TO ADJOURN Quinn **moved** to adjourn the meeting. Albrinck **seconded**. The motion **passed**.

Being no further business the meeting adjourned at 2:55 p.m.

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