

**\*\*\*ATTACHMENTS\*\*\***

**Minutes**  
**Mead Public Library**  
**Human Resources Committee**  
**Friday, November 9, 2018**

A meeting of the Mead Public Library (MPL) Human Resources Committee (HR) was held on Thursday, November 9, 2018 in The Board Room.

**STAFF/OFFICIALS PRESENT:** Library Board of Trustees Vice President Kathie Norman, presiding; Board President Maeve Quinn, Meg Albrinck (remotely) and Nancy Mannchen. Staff: Library Director Garrett Erickson, and Administrative Assistant Sydney Mehn.

**1. OPENING OF MEETING**

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM Norman called the meeting to order at 11:03 a.m.; she determined there was a quorum present.
- 1.2 PLEDGE OF ALLEGIANCE The procedure of saying the Pledge of Allegiance was discussed and will be investigated further.
- 1.3 APPROVAL OF MINUTES Quinn **moved** to approve the minutes from 10/4/18. Mannchen **seconded**. The motion **passed**.

**2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

- 2.1 UPDATE TO LIBRARY ADDENDUM OF CITY HANDBOOK Erickson reported that all addendum items are now listed in the policies themselves, and questioned whether the committee wanted to keep the addendum or discard it. After some discussion, Quinn **moved** to approve the update/edit and to keep the addendum. Albrinck **seconded**. The motion **passed**.

**3. CLOSED SESSION**

- 3.1 MOTION TO CONVENE IN CLOSED SESSION FOR THE PURPOSE OF EVALUATING THE PERFORMANCE OF THE LIBRARY DIRECTOR UNDER THE EXCEPTION SET FORTH IN WISCONSIN STATE STATUTES 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 At 11:14 a.m. Mannchen **moved** to convene in closed session. Albrinck **seconded**. The motion **passed**. The roll call vote was as follows: Ayes- Albrinck, Mannchen, Norman, and Quinn. At 12:10 p.m. Quinn **moved** to reconvene in open session. Mannchen **seconded**. The motion **passed**. The roll call vote was as follows: Ayes- Albrinck, Mannchen, Norman, and Quinn.

**4. ADJOURN**

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

Being no further business the meeting adjourned at 12:13 p.m.

Generated by Sydney Mehn on Friday, November 9, 2018

## 2018 Mead Public Library Table of Organization

Citizens of the City of Sheboygan

Mayor and Common Council

Library Board of Trustees ( 10 )

<b>1.00</b>	<b>Library Director</b>
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1.00	Business Manager
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1.00	Communications Specialist
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1.00	Administrative Assistant
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<b>1.00</b>	<b>Public Services Manager</b>
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	7.75 Librarian
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	9.25 Library Assistant
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	1.00 Public Safety Specialist
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<b>1.00</b>	<b>Support Services Manager</b>
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	1.00 Information Technology Specialist
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	3.00 Cataloger
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	2.00 Maintenance Technician
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	1.00 Cleaner
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	1.00 Page Supervisor
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	6.00 Page
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### **FTE BY TEAM**

4.00	Administration
19.00	Public Services
15.00	Support Services
<b>38.00</b>	<b>Total</b>

### **FTE BY YEAR**

38.00	<b>2018</b>
39.50	2017
38.00	2016
35.44	2015
37.63	2014
43.19	2013
43.20	2011 - 2012
45.35	2010 - 2007

### **TOTAL NUMBER OF EMPLOYEES**

4.00	Full-time Administration
16.00	Full-time Public Services
6.50	Part-time Public Services
8.00	Full-time Support Services
15.00	Part-time Support Services
<b>49.50</b>	<b>2018 Total</b>

Revised Date: 4/17/2018
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Board Approved Date: 4/26/2018
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