

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

**Minutes**  
**Mead Public Library**  
**Human Resources Committee**  
**Thursday, October 4, 2018**

A meeting of the Mead Public Library (MPL) Human Resources Committee (HR) was held on Thursday, October 4, 2018 in The Public Conference Room.

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

**1. OPENING OF MEETING**

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM Norman called the meeting to order at 9:01 a.m.; she determined there was a quorum present.
- 1.2 APPROVAL OF MINUTES Quinn **moved** to approve the minutes from 4/19/18. Mannchen **seconded**. The motion **passed**.

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

- 2.1 HEALTH INSURANCE CHANGES FOR 2019 Quinn **moved** to adopt the City health insurance changes for 2019, as presented, with the ability to review and approve any changes in the future. Mannchen **seconded**. The motion **passed**.
- 2.2 UPDATE MPL POLICY 13.06 EXPENSE REIMBURSEMENT POLICY Quinn **moved** to approve the policy changes as presented. Mannchen **seconded**. The motion **passed**.
- 2.3 UPDATE MPL POLICY 15.14 CLASSIFICATION SCHEDULE Quinn **moved** to approve the policy changes as presented. Mannchen **seconded**. The motion **passed**.
- 2.4 UPDATE MPL POLICY 15.15 COMPENSATION PLAN Quinn **moved** to approve the policy changes as presented. Mannchen **seconded**. The motion **passed**.
- 2.5 UPDATE MPL POLICY 15.18 SPECIAL COMPENSATION PROVISIONS Quinn **moved** to rescind the policy per the recommendation from library administration. Mannchen **seconded**. The motion **passed**.
- 2.6 UPDATE MPL POLICY 15.30 VACATION Quinn **moved** to approve the policy changes as presented with the amendment that the wording be changed to “City of Sheboygan’s employee handbook” throughout for ease of understanding . Mannchen **seconded**. The motion **passed**.
- 2.7 UPDATE MPL POLICY 15.38 HEALTH, DENTAL, AND OTHER HEALTH-RELATED INSURANCE Quinn **moved** to approve the policy changes as presented, again with the amendment that the wording be changed to “City of Sheboygan’s employee handbook” throughout for ease of understanding. Mannchen **seconded**. The motion **passed**.
- 2.8 UPDATE TO LIBRARY ADDENDUM OF CITY HANDBOOK Discussion tabled until 11/9/18 meeting when the discussed changes are presented.

2.9 DISCUSSION OF PROCESS TO EVALUATE THE LIBRARY DIRECTOR It was decided that we would use Survey Monkey to send out the evaluation this year as it allows for better privacy. Survey will be sent to all Trustees, Foundation president, Friends president, and all of Erickson's direct reports. The survey will be due prior to November 2, 2018.

**3. ITEMS FOR FUTURE DISCUSSION**

3.1 LIBRARY DIRECTOR EVALUATION

**4. UPCOMING MEETINGS**

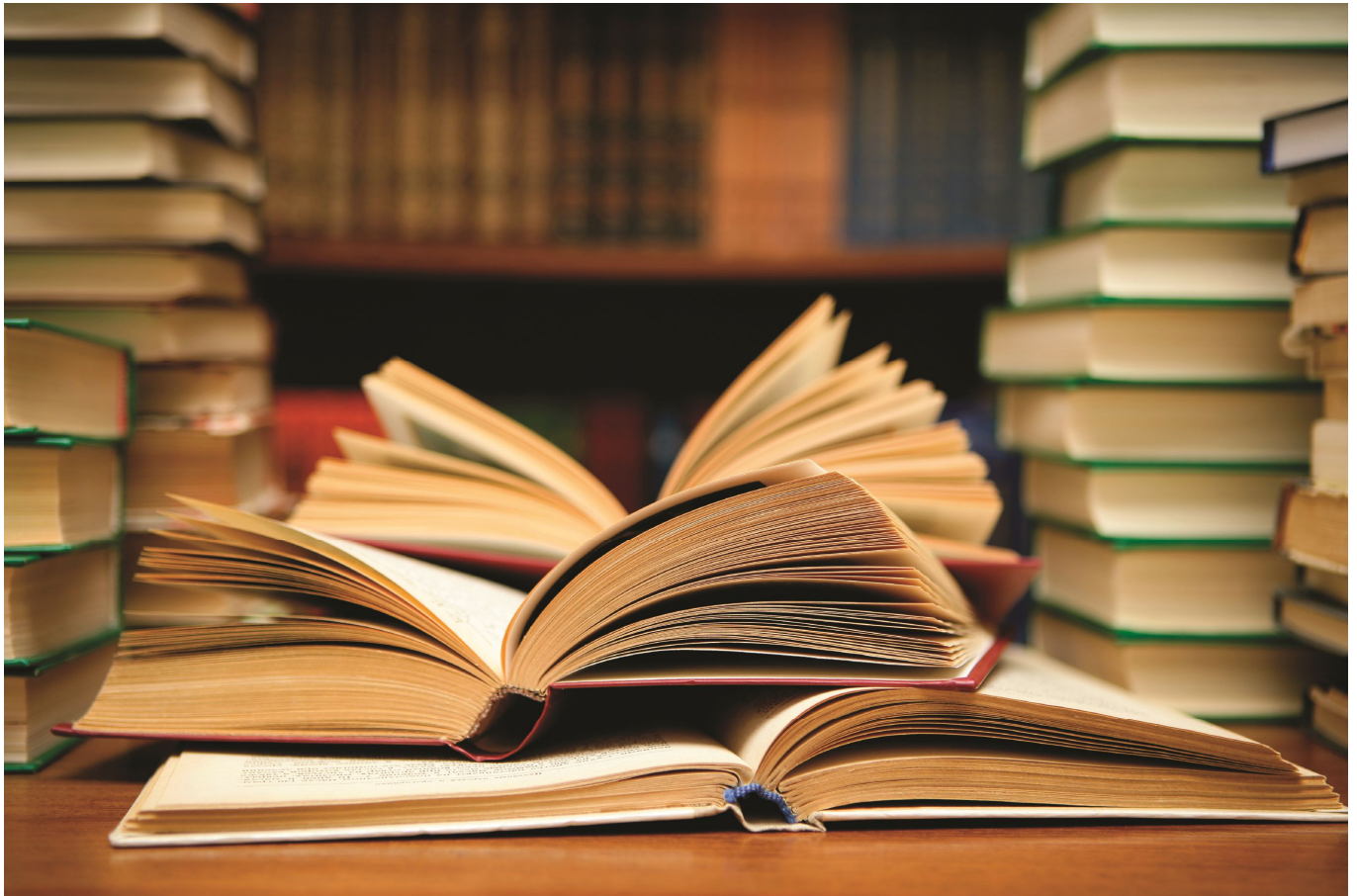
4.1 LIBRARY HUMAN RESOURCES COMMITTEE MEETING ON NOVEMBER 9, 2018 @ 11:00 AM

**5. ADJOURN**

5.1 MOTION TO ADJOURN Norman **moved** to adjourn the meeting. Quinn **seconded**. The motion **passed**.

Being no further business the meeting adjourned at 10:03 a.m.

Generated by Sydney Mehn on Thursday, October 4, 2018



*Addendum to the  
City of Sheboygan Employee Handbook*

(Revised 11/9/2018)

(Approved by Mead Public Library Board of Trustees 11/15/2018)

# **Mead Public Library**

(Addendum to City of Sheboygan Employee Handbook)

## **Powers of the Library Board of Trustees**

The Mead Public Library is governed by an autonomous board of trustees whose members are appointed by the Mayor of Sheboygan, the Sheboygan County Board Supervisors and the Sheboygan Area School District Superintendent (WI. Statute 43.54(1)(a)). It is the responsibility of the library board of trustees to approve personnel policy for the library staff that formally establishes compensation and benefit policies, rules and conditions of employment for library staff, etc. (WI. Statute 43.58(4)). While the Mead Public Library Board of Trustees strives to align library personnel policy with the City of Sheboygan personnel policy, there are sometimes variances. Several Mead Public Library personnel policies are listed below that vary from the City of Sheboygan personnel policies listed in the City of Sheboygan Employee Handbook. If you have questions about any of these policies, please contact staff in the library administration office.

*The policies set forth are unique to library employees and supersede those set forth by the City of Sheboygan.*

**Mead Public Library employment policies that supersedes the City of Sheboygan Employee Handbook are:**

**Policy #15.14 Compensation Plan**

**Policy #13.06 Expense Reimbursement**

**Policy #15.28 Library Holiday's**

**Policy #15.18 Special Compensation Provisions**

**Policy #15.30 Vacation**

**The above policies can be found in the Mead Public Library Google drive at <https://sites.google.com/meadpl.org/intranet>, or ask your department Manager, Business Manager, or Library Director for a copy of the policy.**



**Acknowledgement of Receipt for Addendum to the City of Sheboygan Handbook**

I acknowledge having received a copy of the City of Sheboygan, Wisconsin's Employee Handbook and a copy of the Mead Public Library Handbook addendum and I agree to read and become familiar with its' contents. I understand that neither this handbook or addendum, nor any other City or Mead Public Library policy, practice or procedure, is intended to provide any contractual obligations relating to continued employment, compensation or employment in a particular position, and should in no way be construed as creating any sort of employment contract.

All Mead Public Library employees are employed "At Will." This means that Mead Public Library is free to end the employment relationship at any time, for any reason, with or without cause and with or without notice. Nothing in the City's handbook or the Library's Addendum or in any other document or statement shall limit or modify the at-will employment status of Mead Public Library's employees.

I also understand that all of the policies, rules and regulations in this addendum may be changed at any time at the sole discretion of the Mead Public Library Board of Trustees with or without prior notice to employees. Employees are encourage to direct any questions regarding the City's or Mead Public Library policies, practices and/or procedures to their immediate supervisor.

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**Employee's Signature**

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**Date**

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**Employee's Name (Printed)**