

*****ATTACHMENTS*****

**Minutes
Mead Public Library
Human Resources Committee
Thursday, December 7, 2017**

A meeting of the Mead Public Library (MPL) Human Resources Committee (HR) was held on Thursday, December 7, 2017 in The Board Room.

STAFF/OFFICIALS PRESENT: Library Board of Trustees Vice President Kathie Norman, presiding; Board President Maeve Quinn, Board members Nancy Mannchen and Meg Albrinck. Staff: Library Director Garrett Erickson, Business Manager Debbie DeAmico, 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 3:34 p.m.; she determined there was a quorum present.

1.2 APPROVAL OF MINUTES

Albrinck **moved** to approve the minutes from 11/10/17. Mannchen **seconded**. The motion **passed**.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

2.1 2018 CITY COMPENSATION PROGRAM FOR NON-REPRESENTED EMPLOYEES

Sandy Rohrick presented on the proposed compensation program for non-represented employees. She stated that 2012 was the last time that city employees received merited only increases. In 2016 DPW started a modified step program which offered an accelerated increase availability for staff in specific dollar ranking brackets. The increase is dependent on supervisor's discretion. The goal is to work toward being competitive with private sector pay scales so that Sheboygan can retain quality employees. This proposal will go to council next. Quinn **moved** to accept and adopt the 2018 pay scale, making it applicable to the library. Mannchen **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 STAT 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.

Norman **moved** to go into closed session. Quinn **seconded**. The motion **passed**.

4. ADJOURN

4.1 Quinn moved to adjourn the meeting. Albrinck seconded. The motion passed.

Being no further business the meeting adjourned at 5:05 p.m.

Generated by Sydney Mehn on Friday December 8, 2017

Job Description

Job Title:	Library Cataloger	Department:	Library		
Date Issue:	April 2018	Reports To:	Support Services Manager		
FLSA Classification:	Non-Exempt	Wage:	Salary Grade F		
			Minimum	Midpoint	Maximum
			\$18.80	\$22.12	\$25.44

Position Summary

The purpose of this position is to work as part of a team to update and maintain the library's bibliographic and item records in the System-shared database. This position may also provide direct Interlibrary Loan customer service. Work is performed under the direction of the Support Services Manager.

Essential Duties & Responsibilities

- Performs general day to day duties associated with various services which include but are not limited to:
 - Bibliographic database entry and maintenance
 - Collection ordering, receiving, processing and mending
 - Contacts vendors
 - Prepares invoices for payment
 - Interlibrary loan and collection distribution systems
 - Processes and distributes mail and other deliveries
 - Generates, compiles and distributes a variety of reports and statistics
 - Performs or directs routine inventory duties
- Conducts service interviews to link customer needs with services and resources
- Provides input to managers in the improvement of library policies, plans and goals
- May make library purchases and/or assist in the weeding process
- May offer technology training to others
- Attends library related conferences and workshops-at or away from work location
- Handles materials and supplies according to MSDS guidelines
- Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with City's emergency plan
- Performs other related work as assigned by the Director or Manager
- Performs duties independently with minimum supervision

Qualification Requirements:

Knowledge of the library services and procedures with the ability to employ appropriate techniques to meet service needs, and resilience to changes in the library profession. Must have the ability to develop and maintain constructive relationships with staff and public, as well as the ability and willingness to learn, adaptability to new technologies, flexibility when faced with changing situation, ability to work in an ambiguous environment

Education and/or Experience

High school diploma or a GED Certificate recognized by the WI Department of Public Instruction. Computer literacy including e-mail, basic software and hardware proficiency, and navigating the internet. Three to five years minimum experience using current Integrate Library System (ILS) software.

Language Skills

The ability to communicate effectively in both written and verbal form with a variety of city personnel and members of the public, and maintain effective working relationships with other staff, contractors and participants.

Mathematical Skills

Ability to provide basic addition, subtraction, multiplication, division mathematical functions efficiently.

Reasoning Ability

Strong interpersonal, communication skills to effectively communicate ideas and information both in written and oral form. Ability to effectively read and understand written information. Perform work in response to general, outcome based directives. Effective time management skills and ability to set priorities in order to meet assignment deadlines.

Pre-employment Requirement

Job offers for this position may be contingent on the individual passing a pre-employment drug screen.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Must have the ability to switch between Sitting, standing, walking, climbing and stooping, as well as bending, twisting and reaching. Talk to and listen to patrons in person and on the telephone. Far vision at 20 feet or further; near vision at 20 inches or less. Must be able to lift and carry 50 pounds or less and push or pull objects on wheels weighing 60-100 pounds. Handle processing, picking up and shelving library materials as well as typing, keyboarding, writing, filing, sorting, shelving and processing. Must be willing to travel to meetings outside the library.

Position Creation Date: May 1, 2018

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer
In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Job Description

Job Title:	Public Safety Specialist	Department:	Mead Public Library
Date Issue:	April 16, 2018	Reports To:	Public Services Manager
FLSA Classification:	Exempt (Full Time) Non Exempt (Part Time)	Wage:	Salary Grade J

Position Summary

Under the direction of the Public Services Manager, oversees daily safety operations of the library. Takes steps to promote the safety of staff and patrons, securing the library facility and exterior property, implementing security-related policies and procedures, training staff, supervising safety guards, responding to requests for security assistance, investigating incidents, and assisting with emergency response and disaster planning. Models effective techniques for working with patrons experiencing mental health, substance abuse, unstable housing, or other behavioral issues. Actively connects with patrons to build productive relationships. Represents Mead in interactions with area social service agencies, governmental entities, police and first responders, and other relevant organizations. Serves as a resource and model to library staff to work effectively with customers.

Essential Duties & Responsibilities

1. Effectively listen to patrons and other employees as part of understanding concerns of those involved.
2. Serves as a resource and model to library staff to work effectively with challenging patron behaviors.
3. Crisis intervention as required.
4. Oversees overall safety operations, under the direction of the team manager.
5. Works with library staff to respond to incidents occurring on library property.
6. Issues and manages suspensions of individuals as needed based on library policy.
7. Proactively works with library staff and outside agencies, such as social services, law enforcement and emergency responders, to anticipate, prevent, and respond to serious or emergency situations.
8. Recommends policies, practices, and services for daily operation and special events which maximize a safe and secure environment for people and library property.
9. Prepares and ensures presentation of safety and security related training to all library staff, including emergency preparedness and response.
10. Instructs public services staff in appropriate work methods for efficiency and safety.

Qualification Requirements

1. Broad cultural competency knowledge and skills, and ability to work effectively with a culturally diverse community.
2. Ability to problem solve and make sound judgments.
3. Ability to fairly and consistently apply library's policy on appropriate library use.
4. General knowledge of standard safety practices.
5. Ability to motivate, inspire, and lead colleagues.
6. Considerable knowledge of diverse communication styles and skills.
7. Considerable knowledge using workplace technology, including various computer software and hardware.
8. Outstanding interpersonal and communication skills; communicating effectively with a wide variety of audiences, both verbally and in writing.

Education / Experience / Certifications / License Requirements

1. Associate's or Bachelor's degree in social work, behavioral sciences, criminal justice, law enforcement or related field
2. CPI certified or equivalent crisis prevention and verbal de-escalation training
3. Minimum of three years of recent experience in security/law enforcement and/or in providing direct service to at-risk, marginalized populations.

Knowledge, Skills & Abilities

1. Problem solving, negotiating and handling stressful situations positively.
2. Utilizing independent judgement and taking independent action within scope of responsibilities.
3. Awareness of and experience working in or with public libraries.
4. Experience and understanding of working with a diverse population.
5. Experience working with youth and families.
6. A passion for developing relationships.
7. A sincere desire to improve our community.

Work Environment/Essential Functions

1. Reasonable accommodations to these job functions will be made as needed.
2. Scheduling may require availability during any library operating hours, including days, evenings, weekends, and occasionally when the library is closed. Although a weekly schedule is established, the needs of the library may require scheduling changes and flexibility.
3. Constant navigation of library property and computer use are required.
4. Manual dexterity, clear speech, hearing acuity, and correctable vision are required.

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2018 Mead Public Library Table of Organization
Citizens of the City of Sheboygan
Mayor and Common Council
Library Board of Trustees (10)

1.00	Library Director
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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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1.00	Public Services Manager
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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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1.00	Support Services Manager
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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
38.00	Total

FTE BY YEAR

38.00	2018
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
49.50	2018 Total

Revised Date: 4/17/2018

Board Approved Date: 4/26/2018

2018 Mead Public Library Table of Organization
Citizens of the City of Sheboygan
Mayor and Common Council
Library Board of Trustees (10)

1.00	Library Director
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1.00	Business Manager
1.00	Communications Specialist
1.00	Administrative Assistant

1.00	Public Services Manager
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6.75	Librarian
8.75	Library Assistant

1.00	Support Services Manager
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1.00	Information Technology Specialist
3.00	Technical Services Library Assistant
2.00	Maintenance Technician
1.50	Cleaner
1.00	Page Supervisor
9.50	Page

FTE BY TEAM

4.00	Administration
16.50	Public Services
19.00	Support Services
39.50	Total

FTE BY YEAR

39.50	2017
39.50	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
13.00	Full-time Public Services
6.00	Part-time Public Services
8.00	Full-time Support Services
22.00	Part-time Support Services
53.00	2018 Total

Revised Date: 8/24/2017

Board Approved Date: 8/28/2017

2018 Mead Public Library Table of Organization

Citizens of the City of Sheboygan

Mayor and Common Council

Library Board of Trustees (10)

1.00	Library Director
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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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1.00	Public Services Manager
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6.75	Librarian
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10.25	Library Assistant
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1.00	Support Services Manager
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1.00	Information Technology Specialist
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3.00	Technical Services Library Assistant
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1.00	Maintenance Technician
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2.00	Cleaner
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1.00	Page Supervisor
-------------	-----------------

8.50	Page
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FTE BY TEAM

4.00	Administration
16.50	Public Services
19.00	Support Services
39.50	Total

FTE BY YEAR

39.50	2017
39.50	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
13.00	Full-time Public Services
6.00	Part-time Public Services
8.00	Full-time Support Services
22.00	Part-time Support Services
53.00	2017 Total

Revised Date: 7/28/2017

Board Approved Date: 7/28/2017

2017 Mead Public Library Table of Organization
Citizens of the City of Sheboygan
Mayor and Common Council
Library Board of Trustees (10)

1.00	Library Director
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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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1.00	Public Services Manager
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6.75	Librarian
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8.75	Library Assistant
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1.00	Support Services Manager
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1.00	Information Technology Specialist
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3.00	Technical Services Library Assistant
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1.00	Maintenance Supervisor
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1.00	Maintenance Technician
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1.50	Cleaner
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1.00	Page Supervisor
-------------	-----------------

9.50	Page
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FTE BY TEAM

4.00	Administr
16.50	Public Se
19.00	Support S
39.50	Total

FTE BY YEAR

39.50	2017
39.50	2016
35.44	2015
37.63	2014
43.19	2013
43.20	2011 - 20
45.35	2010 - 20

TOTAL NUMBER OF EMPL

4.00	Full-time
13.00	Full-time
6.00	Part-time
8.00	Full-time
22.00	Part-time
53.00	2017 Tot

Revised Date: 4/18/2017

Board Approved Date:

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Services

112
107

EMPLOYEES

- Administration
- Public Services
- Public Services
- Support Services
- Support Services

al

4/27/2017

2016 Mead Public Library Table of Organization
Citizens of the City of Sheboygan
Mayor and Common Council
Library Board of Trustees (10)

1.00 Library Director

1.00 Business Manager

1.00 Public Information Specialist II

1.00 Administrative Assistant

1.00 Public Services Manager

4.75 Librarian I

2.00 Librarian II

5.75 Library Assistant I

1.00 Library Assistant II

2.00 Library Assistant III

1.00 Support Services Manager

1.00 Information Technology Specialist

3.00 Library Assistant III

1.00 Maintenance Supervisor

1.00 Maintenance Technician I

1.50 Cleaner Part-Time

1.00 Page Supervisor

9.50 Page - Part time

FTE BY TEAM

4.00	Administration
16.50	Public Services
19.00	Support Services
39.50	Total

FTE BY YEAR

41.00	2017
39.50	2016
35.44	2015
37.63	2014
43.19	2013

Revised Date: 6/30/2016
Board Approved Date:

2015 Mead Public Library Table of Organization
Citizens of the City of Sheboygan
Mayor and Common Council
Library Board of Trustees (10)

1.00	Library Director
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FTE BY TEAM

4.00	Administration
15.00	Public Services
16.44	Support Services
35.44	Total

1.00	Business Manager
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1.00	Public Information Specialist
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1.00	Administrative Assistant
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FTE BY YEAR

35.44	2015 Projected
37.63	2014
43.19	2013

1.00	Public Services Manager
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4.75	Librarian I
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2.00	Librarian II
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4.50	Library Assistant I
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1.75	Library Assistant II
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1.00	Library Assistant III
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Revised Date:	3/20/15
Board Approved Dat	#####

1.00	Support Services Manager
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1.00	Information Technology Specialist
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3.00	Library Assistant III
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1.00	Maintenance Supervisor
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1.00	Maintenance Technician I
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1.00	Page Supervisor
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8.44	Page - Part time
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