

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

**Minutes  
Mead Public Library  
Human Resources Committee  
Tuesday, September 19, 2017**

A meeting of the Mead Public Library (MPL) Human Resources Committee (HR) was held on Tuesday, September 19, 2017 in The Loft.

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

**1. OPENING OF MEETING**

**1.1 CALL TO ORDER AND DETERMINATION OF QUORUM**

Norman called the meeting to order at 3:38 p.m.; she determined there was a quorum present.

**1.2 APPROVAL OF MINUTES**

Mannchen **moved** to approve the minutes from 6/29/17. Albrinck **seconded**. The motion **passed**.

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

**2.1 DISCUSSION OF ORGANIZATIONAL MEMBERSHIPS**

Director Erickson brought up to the committee that organizational memberships (such as Rotary Club) are taxable benefits, and are therefore not as highly agreed upon by staff. The City is considering getting corporate memberships set up with some organizations.

**2.2 DISCUSSION AND POSSIBLE ACTION TO UPDATE TABLE OF ORGANIZATION**

Erickson presented on the proposal to replace the retiring maintenance supervisor and maintenance technician with two maintenance technicians at the end of the year. Albrinck **moved** to recommend to the Finance Committee and to the full Board to accept the proposal presented to the HR Committee. Mannchen **seconded**. The motion **passed**.

**2.3 DISCUSSION AND POSSIBLE ACTION TO UPDATE JOB DESCRIPTIONS**

Erickson presented on the changes being made to the job descriptions to align with the City's template.

**3. Upcoming Meetings**

3.1 Future Mead Public Library-Human Resources agenda items-TBD

3.2 Next meeting date-TBD

**4. Adjourn**

4.1 Norman **moved** to adjourn the meeting. Mannchen **seconded**. The motion **passed**.

Being no further business the meeting adjourned at 4:11 p.m.

Generated by Sydney Mehn on Monday September 21, 2017



## Job Description

**Job Title:** Maintenance Technician      **Department:** Library  
**Date Issue:** 11/10/2017      **Reports To:** Support Services Manager  
**Classification:** Non-Exempt      **City Pay Grade:** 2 (\$13.65 - \$20.48 per hour)

## Position Summary

The primary purposes of this position is to assist with the upkeep and repair of the library building, equipment and grounds; **securing the building;** and the cleaning of the library

## Essential Duties & Responsibilities

- Perform various duties in the construction, repair and maintenance of the building and infrastructure
- Maintain the cleanliness of the interior and exterior areas of the library
- Set up meeting room equipment for programs and activities
- Monitor security, HVAC and other systems as needed and contact vendors if necessary
- Load and unload delivery of packages
- Dispose of trash and recycle applicable materials
- Monitor and purchase supplies as needed
- Oversee or assist with snow removal
- **Maintains building security and enforces library policies for patron behavior**
- Maintain a well-organized workspace so other staff can locate and borrow tools efficiently
- May provide direct customer service to citizens in the use of library services
- Report library safety and security matters to management
- Act as resource for administration in regards to facilities management
- Perform duties independently with minimum supervision
- Perform other related work as assigned by the Director or Manager

## Qualification Requirements:

Knowledge of the proper uses and techniques for using materials, equipment and power and hand tools for maintenance, repair, construction and other activities.

## Education and/or Experience

High school diploma or a GED Certificate recognized by the WI Department of Public Instruction.

## 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 and organizational skills and a strong sense of responsibility and initiative. Work closely with the Supervisor and coworkers in performing a variety of tasks. Ability to work independently in a fast-paced environment with frequent interruptions.

## **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.

Above average physical strength and stamina is required while performing the duties of this job. The employee is regularly required to stand, walk, bend, handling of materials which may range from 50 -75 pounds for sustained periods. This work also requires lifting, standing, walking and reaching for long sustained periods. Also required is the ability to perform task related to repetitive motions with the use of the hands, legs, and back. The employee frequently is required to work outdoors in all climatic conditions. Some exposure to definitely disagreeable features using the appropriate Personal Protective Equipment (PPE). The employee is occasionally required to work evenings and long hours and be able to respond to call-ins after normal hours.

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.