

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

**Minutes**  
**Mead Public Library**  
**Human Resources Committee**  
**Thursday, June 29, 2017**

A meeting of the Mead Public Library (MPL) Human Resources Committee (HR) was held on Thursday, June 29 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 2:02 p.m.; she determined there was a quorum present.

**2. Closed Session**

**2.1 Motion to convene in closed session 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 for.** Albrinck **moved** to enter closed session. Mannchen **seconded**. The motion **passed**.

**2.2 Discussion regarding current and planned vacancies at the library**

Mannchen **moved** to recommend to the Finance Committee and to the full Board to accept the proposal presented to the HR Committee. Albrinck **seconded**. The motion **passed**.

**3. Reconvene in open session**

Albrinck **moved** to reconvene in open session. Mannchen **seconded** the motion. The motion **passed**.

**4. Items for Discussion and Possible Action**

**4.1 Discussion and Possible Action to Update Table of Organization**

Mehn distributed a draft update of the Library's Table of Organization. After discussion, Norman **moved** to approve the draft document as discussed with a start date of January 1, 2018. Nelson **seconded**. The motion **passed**.

**4.2 Discussion and Possible Action to Update Job Descriptions**

Tabled until a future meeting.

**4.3 Approval of Minutes**

Norman **moved**; Albrinck **seconded** to approve the minutes of April 18, 2017. The motion **passed**.

**5. Upcoming Meetings**

**5.1** Future Mead Public Library-Human Resources agenda items-TBD

**5.2** Next meeting date-TBD

**6. Adjourn**

Norman adjourned the meeting at 3:14 p.m

## 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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	6.75 Librarian
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	8.75 Library Assistant
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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 Technical Services Library Assistant
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	2.00 Maintenance Technician
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	1.50 Cleaner
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	1.00 Page Supervisor
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	9.50 Page
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### **FTE BY TEAM**

4.00	Administration
16.50	Public Services
19.00	Support Services
<b>39.50</b>	<b>Total</b>

### **FTE BY YEAR**

<b>39.50</b>	<b>2017</b>
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
<b>53.00</b>	<b>2017 Total</b>

Revised Date: 8/24/2017
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Board Approved Date: 8/24/2017
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**2017 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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<b>1.00</b>	Business Manager
-------------	------------------

<b>1.00</b>	Communications Specialist
-------------	---------------------------

<b>1.00</b>	Administrative Assistant
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<b>1.00</b>	<b>Public Services Manager</b>
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<b>6.75</b>	Librarian
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<b>8.75</b>	Library Assistant
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<b>1.00</b>	<b>Support Services Manager</b>
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<b>1.00</b>	Information Technology Specialist
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<b>3.00</b>	Technical Services Library Assistant
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<b>1.00</b>	Maintenance Supervisor
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<b>1.00</b>	Maintenance Technician
-------------	------------------------

<b>1.50</b>	Cleaner
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<b>1.00</b>	Page Supervisor
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<b>9.50</b>	Page
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**FTE BY TEAM**

4.00	Administr
16.50	Public Se
19.00	Support S
<b>39.50</b>	<b>Total</b>

**FTE BY YEAR**

<b>39.50</b>	<b>2017</b>
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
<b>53.00</b>	<b>2017 Tot</b>

Revised Date: 4/18/2017
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Board Approved Date:
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ervices
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
<b>39.50</b>	<b>Total</b>

**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 )**

<b>1.00</b>	<b>Library Director</b>
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**FTE BY TEAM**

4.00	Administration
15.00	Public Services
16.44	Support Services
<b>35.44</b>	<b>Total</b>

<b>1.00</b>	Business Manager
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<b>1.00</b>	Public Information Specialist
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<b>1.00</b>	Administrative Assistant
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**FTE BY YEAR**

35.44	2015 Projected
37.63	2014
43.19	2013

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

<b>1.00</b>	<b>Support Services Manager</b>
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<b>1.00</b>	Information Technology Specialist
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<b>3.00</b>	Library Assistant III
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<b>1.00</b>	Maintenance Supervisor
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<b>1.00</b>	Maintenance Technician I
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<b>1.00</b>	Page Supervisor
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<b>8.44</b>	Page - Part time
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## 2017 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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<b>1.00</b>	Business Manager
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<b>1.00</b>	Cummunications Specialist
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<b>1.00</b>	Administrative Assistant
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<b>1.00</b>	Public Services Manager
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<b>1.00</b>	<b>Public Services Manager</b>
-------------	--------------------------------

<b>4.75</b>	Librarian I
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<b>2.00</b>	Librarian II
-------------	--------------

<b>5.75</b>	Library Assistant I
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<b>1.00</b>	Library Assistant II
-------------	----------------------

<b>2.00</b>	Library Assistant III
-------------	-----------------------

<b>1.00</b>	<b>Support Services Manager</b>
-------------	---------------------------------

<b>1.00</b>	Information Technology Specialist
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<b>3.00</b>	Library Assistant III
-------------	-----------------------

<b>1.00</b>	Maintenance Supervisor
-------------	------------------------

<b>1.00</b>	Maintenance Technician I
<b>1.50</b>	Cleaner

<b>1.00</b>	Page Supervisor
-------------	-----------------

<b>9.50</b>	Page
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### **FTE BY TEAM**

4.00	Administration
16.50	Public Services
19.00	Support Services
<b>39.50</b>	<b>Total</b>

### **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
<b>53.00</b>	<b>Total</b>

Revised Date: 8/8/2016
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Board Approved Date: 8/25/2016
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## Job Description

<b>Job Title:</b>	<b>Maintenance Technician</b>	<b>Department:</b>	Library
<b>Date Issue:</b>	09/19/2017	<b>Reports To:</b>	Support Services Manager
<b>Classification:</b>	Non-Exempt	<b>City Pay Grade:</b>	2 (\$13.65 - \$20.48 per hour)

## Position Summary

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

## Essential Duties & Responsibilities

- Performs various duties in the construction, repair and maintenance of the building and infrastructure
- Maintains 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
- 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
- Reports library safety and security matters to management
- Acts as resource for administration in regards to facilities management
- Performs duties independently with minimum supervision
- Performs 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.

# Mead Public Library

## Position Description

Rev. April 2017

### POSITION INFORMATION

Title: Maintenance Technician  
Reports to: Chief Maintenance Supervisor  
City Pay Grade: 2  
FLSA Status: Non-Exempt

### PURPOSE OF POSITION

- The primary purpose of this position is to assist the Maintenance Supervisor with the upkeep and repair of the library building, equipment and grounds; and the cleaning of the library

### ESSENTIAL JOB DUTIES

- Performs duties independently with minimum supervision
- Performs general day to day duties with associated library staff or vendor staff which include but are not limited to:
  - Wash, dust, vacuum and clean Library facility and furniture
  - Clean restrooms and maintain supplies
  - Maintain interior and exterior plants, shrubbery and holiday decorations
  - Dispose of trash and recycle applicable materials
  - Set up meeting rooms for programs and activities
  - Oversee or assist with snow removal
  - Receive and retrieve Library materials and supplies
  - Operate and maintain Library security systems and HVAC systems
  - Handle and transport cash
- May contact vendors as needed to ensure robust library services
- May make purchases on behalf of the library
- Provides customer service and assistance in the use of Library services
- Acts as resource for administration in regards to facilities management
- Provides input to Support Services Manager and Director in the development of Library policies, plans, and goals
- Reports Library safety and security matters to Library Management
- 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 the City's emergency plan
- Performs other related work as assigned by the Director or Manager

### **KNOWLEDGE AND ABILITIES**

- Considerable knowledge of modern library maintenance services and procedures
- Ability to employ appropriate techniques to meet service needs
- Ability to adapt to changes in the library profession
- Ability to interact well with co-workers and public
- Ability to utilize technology as required

### **PHYSICAL DEMANDS OF THE POSITION**

- Sitting, standing, walking, climbing and stooping
- Bending, twisting and reaching
- Talking and hearing; use of the telephone
- Far vision at 20 feet or further; near vision at 20 inches or less
- Lifting and carrying: 75 pounds or less
- Pushing and pulling: objects on wheels weighing 60-100 pounds
- Handling: processing, picking up and shelving library materials
- Fingering: typing, keyboarding, writing, filing, sorting, shelving and processing
- Mobility: travel to meetings outside the library

### **MENTAL REQUIREMENTS**

- Communication Skills: effectively communicate ideas and information both in written and oral form
- Reading Ability: effectively read and understand written information
- Ability to Comprehend and Follow Instructions: effectively follow instructions from supervisor, verbally and in written form
- Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, division)
- Time Management: set priorities in order to meet assignment deadlines

### **ENVIRONMENTAL WORKING CONDITIONS**

