

*****ATTACHMENTS*****

Minutes
Mead Public Library
Human Resources Committee
Tuesday, April 18, 2017

A meeting of the Mead Public Library (MPL) Human Resources Committee (HR) was held on Tuesday, April 18, 2017 in the Administrative Board Room.

STAFF/OFFICIALS PRESENT: Library Board of Trustees Vice President Kathie Norman, presiding; Library Board President Maeve Quinn and Library Board Trustee Henry Nelson. Staff: Library Director Garrett Erickson.

1. Opening of Meeting

1.1 Call to Order and Determination of Quorum

Norman called the meeting to order at 12:08 p.m.; she determined there was a quorum present.

1.2 Approval of Minutes

Nelson **moved**; Quinn **seconded** to approve the minutes of November 1, 2016. The motion **passed**.

2. Items for Discussion and Possible Action

2.1 Discussion and Possible Action to Update Job Descriptions

Erickson distributed a draft update to Maintenance Technician I job description. Quinn **moved** to adopt updated job description with new title for the position as Maintenance Technician. Nelson **seconded**. The motion **passed**.

Erickson distributed a draft update to Librarian I, II job description. Norman **moved** to adopt updated job description with new title for these positions as Librarian. Quinn **seconded**. The motion **passed**.

Erickson distributed a draft update to Library Assistant I, II, III job description. Nelson **moved** to adopt updated job description with new title for these positions as Library Assistant. Norman **seconded**. The motion **passed**.

Erickson distributed a draft for the newly created job title of Support Services Library Assistant job description. After deliberation, the job title was changed to Technical Services Library Assistant. Norman **moved** to adopt the new job description with the title for the position as Technical Support Library Assistant. Nelson **seconded**. The motion **passed**.

2.2 Discussion and Possible Action to Update Table of Organization

Erickson distributed a draft update of the Library's Table of Organization. After discussion, Norman **moved** to approve the draft document with a change in one

of the job titles from “Support Services Library Assistant” to “Technical Services Library Assistant.” Nelson **Seconded**. The motion **passed**.

2.3 Discussion and Possible Action on 2017 Wage Scale Update

The group discussed a variety of ways to get employee salaries to the mid-point. This topic will be discussed further at the next Library Board Finance Committee meeting.

3. Upcoming Meetings

- 3.1 Future HR Committee agenda items-TBD
- 3.2 The next HR Committee meeting is TBD.

4. Adjourn

Norman adjourned the meeting at 1:04 p.m.

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
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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
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: 4/18/2017

Board Approved Date: 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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