

*****ATTACHMENTS*****

Minutes
Mead Public Library
Human Resources Committee
Thursday, May 19, 2016

A meeting of the Mead Public Library (MPL) Human Resources Committee (HR) was held on Thursday, May 19, 2016 in the Board Room. Members present were: Henry Nelson, presiding; Kathie Norman, Maeve Quinn, Nancy Mannchen. Also present: Dirk Zylman. Present staff members: Garrett Erickson, Debbie DeAmico. Others in attendance: Dirk Zylman, Finance Officer MPL Board of Trustees; and Darrell Hofland, City of Sheboygan Administrator.

1. Opening of Meeting

1.1 Call to Order and Determination of Quorum

Nelson called the meeting to order at 2:05 p.m.; he determined there was a quorum present.

1.2 Approval of Minutes

Quinn moved; Norman seconded to approve the minutes of May 3, 2016. The motion passed.

2. Items for Discussion and Possible Action

2.1 Discussion and Possible Action on Formulating 2017 Library Personnel Budget.

DeAmico distributed wage study information gathered to attendees showing the current Mead Public Library wage scale compared to the City of Sheboygan, Appleton Public Library, Kenosha Public Library, and Lacrosse Library. Hofland explained how other municipalities use a built in step system and how that option would work. It was decided that DeAmico would contact Eau Claire and Fond du Lac libraries for additional wage information in order to continue with the study. Once DeAmico finishes compiling the data, she will consult with Sandy Rohrick, City of Sheboygan Human Resource Director, to determine a pay scale with minimum/mid-point/maximum dollar amounts. The committee will receive the additional data, in the new format, at their next meeting.

3. Upcoming Meetings

3.1 Future HR Committee agenda item will include discussion on salary scales, security company contract, and cleaning company contract.

3.2 The next HR Committee meeting is TBD.

4. Adjourn

Norman moved; Mannchen seconded to adjourn the meeting. The motion passed. Nelson adjourned the meeting at 5:25 p.m.

Job Description

Job Title:	Cleaner	Department:	Library - Support Services		
Date Issue:	August 9, 2016	Reports To:	Maintenance Supervisor		
FLSA Classification:	Non-Exempt	Wage:	Pay Grade: 1		
			Minimum	Midpoint	Maximum
			\$10/hr.	\$10.50/hr.	\$11/hr.

Position Summary

Under general supervision, assists in making the library a welcoming environment for citizens by cleaning, modifying spaces, moving furniture and assisting staff and members of the public as needed.

Essential Duties & Responsibilities

1. Performs duties independently with general supervision.
2. Performs general day to day cleaning duties 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
 - Assist in snow removal
 - Receive and retrieve Library materials and supplies
3. Provides customer service and assistance in the use of Library services.
4. Provides input to management team in the development of Library policies, plans and goals.
5. Reports Library safety and security matters to management team.
6. Performs other related work as assigned by supervisor.

Qualification Requirements

1. Must be able to understand and communicate in basic English
2. Must be punctual
3. Must be motivated and hardworking
4. Must be able to follow directions from supervisor and work well as part of a team without drama

Education / Experience / Certifications / License Requirements

1. Minimum education: High School diploma or GED

Pre-employment Requirement

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

Knowledge, Skills & Abilities Required

1. **Language Skills:** The ability to communicate effectively in both written and verbal form with a variety of Library personnel and members of the public, and maintain effective working relationships with other staff, contractors and participants.
2. **Mathematics:** Ability to provide basic addition, subtraction, multiplication, division mathematical functions efficiently.

3. **Reasoning:** 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.
4. **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.

The employee is regularly required to stand, walk, bend and handle lightweight tools and equipment 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 repetitive motions with the use of the hands, legs and back. Some exposure to definitely disagreeable features using the Personal Protective Equipment (PPE).

Work Environment/Essential Functions

1. Inside and outside work environment
2. Flexible work hours including evenings and weekends

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 Information Specialist	Department:	Library - Administration		
Date Issue:	August 9, 2016	Reports To:	Library Director		
FLSA Classification:	Exempt	Wage:	Salary Grade 9		
			Minimum	Midpoint	Maximum
			\$43,264	\$51,230	\$60,008

Position Summary

This position creates a strong, positive public image of the Mead Public Library in the community and promotes the services that it offers.

Essential Duties & Responsibilities

1. Provide leadership in the planning and follow through of marketing the library.
2. Design and conduct studies and analysis.
3. Oversee the use of market data to inform and shape marketing materials.
4. Create printed flyers and brochures for services and programs.
5. Assess analytics and prepare reports on web traffic.
6. Oversee and expand the library's social media presence.
7. Post and/or monitor social media postings on various platforms on a daily basis.
8. Keep up with trends in social media, digital content and emerging technologies. In addition to keeping up with changes in the fast-moving web world, this position will plan for the future.
9. Oversee digital signage and other internal communications on all static and interactive signs.
10. Monitor web content changes, perform content and graphic changes and help other staff with updates. This includes daily work on the home page headlines, calendar of events, and various additional webpages.
11. Act as a journalist to "get the story" by building a base of knowledge and familiarity with the various services and events offered at the library.
12. Assist in the promotion of the library in the community.
13. Assist the director on projects such as producing reports, newsletters, market research and video projects to promote the library.
14. Work with the public services team and administration to create and track advertising.
15. Create marketing plans for specific events and workshops as needed.
16. Develop guidelines and best practices related to communications related activity and content.
17. Assist with a wide range of editorial projects for various audiences.
18. Assist the director with the development of goals, plans and policy.
19. Serves as a resource to board members.
20. May attend conferences and workshops.
21. Performs related work as assigned.

Qualification Requirements

1. Superb written, editorial and oral communication skills required; the ability to write and speak clearly and concisely for various media.
2. Experience writing and editing web and social media content; particularly for event promotional material.
3. Advanced skill level with Microsoft Office products (Word, Excel, PowerPoint and Outlook) and Adobe Creative Suite (Photoshop, InDesign and Illustrator) as well as experience using Drupal.
4. Excellent knowledge of graphic design principles and practices.
5. Experience using digital photography, video and social media as news channels.
6. Must demonstrate creativity and familiarity with a variety of marketing concepts, practices and procedures.

Education / Experience / Certifications / License Requirements

1. Minimum education: Bachelor's Degree in Communications, Business, English, Journalism, or a related degree from an accredited college or university.
2. Minimum experience: Three years of job related experience. Non-profit or government experience is a plus.

Pre-employment Requirement

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

Knowledge, Skills & Abilities Required

1. **Language Skills:** Ability to read, analyze and interpret government regulations, technical procedures, and general government periodicals. Ability to write documents, correspondence and procedure manuals. Ability to effectively present information and respond to questions from employees and the general public.
2. **Reasoning:** Ability to exercise good judgment, investigate, define problems and offer solutions, research and collect data, analyze information and establish facts and draw valid conclusions.
3. **Technology:** Ability to create documents in MS Office and Adobe Creative Suite, ability to use and maintain Drupal website, e-mail and calendars, ability to develop and oversee marketing budget.
4. **Mathematics:** Ability to calculate figures and amounts, to apply concepts such as fractions, percentages, ratios, proportions and perform analytical procedures.
5. **Other:** Ability to take initiative, interpret and apply policies and procedures, be organized, be detail-oriented, ability to prioritize, meet timelines, set goals, implement changes, handle sensitive and confidential situations/information in a positive and proactive manner, work in a fast-paced environment, ask questions, give feedback and work independently, as well as within a team structured environment. Ability to interpret variety of contractual language.

Work Environment/Essential Functions

The work environment of this position are representative of an office employee. The primary essential functions are:

1. Regularly required to talk, hear, see and sit.
2. Occasionally required to stand and walk, and lift and/or move up to 10 pounds.

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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)

1.00	Library Director
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1.00	Business Manager
1.00	Public Information Specialist
1.00	Administrative Assistant

1.00	Public Services Manager
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	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
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	1.00	Information Technology Specialist
	3.00	Library Assistant III
	1.00	Maintenance Supervisor
	1.00	Maintenance Technician I
	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

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

<p>Title: Health, Dental, and Other Health-Related Insurance Chapter: Personnel Approved By: Library Board of Trustees</p>	<p>Document Type: Policy Document Number: 15.38 Original Effective Date: Date of Last Revision: 2/26/15</p>
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Health, Dental, and Other Health-Related Insurance

- a) The Library, via the City of Sheboygan, shall provide for all eligible employees the present group health and dental insurance or comparable coverage as determined by the Director.

- b) Eligibility
 - i. Full-time employees and part-time employees whose full-time equivalency is at least 0.75 are eligible to receive health insurance benefits following one complete calendar month of employment. Part-time employees whose full-time equivalency is at least 0.5 and who were participating in the health insurance benefits as of 12/31/11 are eligible to continue.

 - ii. A full-time employee who chooses to drop or waive participation in the City health insurance plan shall receive a \$1,200 per year payment, prorated on a monthly basis. ~~A regular part-time employee who chooses to drop or waive participation in the City health insurance plan shall receive a payment of \$600 per year, prorated on a monthly basis.~~

 - iii. Full-time and part-time employees are eligible to receive dental insurance benefits following one complete calendar month of employment.

 - iv. Full-time and part-time employees may opt to participate in the following insurance programs at their own expense through payroll deduction, if they meet the eligibility requirements established by the providers:
 - Vision Insurance
 - Short Term Disability
 - Long Term Disability

- c) Employees shall pay through payroll deduction a percentage of the premiums for health and dental insurance as determined by the Board.

- d) Health and dental insurance plan coverage continues as long as the eligible employee continues in the employ of the Library (except as noted below for employer-approved unpaid leaves).

The Library's obligation to provide insurance benefits to eligible employees ceases when the employee is laid off, is discharged, or quits except that health and dental insurance

benefits shall continue pursuant to Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) requirements, the Family and Medical Leave Act of 1993, and successor legislation as applicable.

Coverage for eligible employees who initiate an employer-approved unpaid leave of absence (other than FMLA) for a period projected to be in excess of 30 consecutive calendar days may be interrupted for the period of the leave. Employees should confirm their eligibility for resumption of coverage prior to requesting and taking such leave.

- e) In addition to COBRA participation, surviving spouses of employees with 15 or more years of continuous service may participate, at their own expense, in the Library's health and dental plan if the following conditions are met:
 - a. Marriage to the employee was for at least five years.
 - b. Such surviving spouse remains unmarried.
 - c. Such surviving spouse is not eligible for other group insurance or any government sponsored insurance.

- f) Retirees hired prior to December 31, 2011 may, at their own expense, participate in the Library's health and dental plan until eligible for Medicare. Retirees hired on or after January 1, 2012 may, at their own expense, participate in the Library's health and dental plan pursuant to Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) requirements, the Family and Medical Leave Act of 1993, and successor legislation as applicable.