

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

**Minutes**  
**Mead Public Library**  
**Human Resources Committee**  
**February 16, 2016**

A meeting of the Mead Public Library (MPL) Human Resources Committee (HR) was held on Wednesday, February 16th in the Board Room. Members present were: Henry Nelson, presiding; Kathie Norman, Maeve Quinn, Nancy Mannchen and Kevin Anderson. Present staff members: Garrett Erickson, Debbie DeAmico and Lauren Richmond.

**1. Opening of Meeting**

**1.1 Call to Order and Determination of Quorum**

Nelson called the meeting to order at 1:03 p.m.; he determined there was a quorum present.

**1.2 Approval of Minutes**

Quinn moved; Norman seconded to approve the minutes of January 20, 2016. The motion passed.

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

**2.1 Discussion and Possible Action to Approve City Employee Handbook and Drop Library Employee Handbook**

The goal is to condense two handbooks into one to make policies more concise and consistent for staff and management. The current library handbook is mainly procedural and has already been weeded through. Garrett and Debbie have looked through the City handbook in depth and with the exception of the items to be discussed in the next line item, agree that the current library handbook isn't necessary.

Quinn moved to approve dropping the current library handbook and replacing it with the city handbook along with the augmentations found in the library addendum. Norman seconded the motion. The motion passed.

**2.2 Discussion and Possible Action to Approve Library Addendum to City Handbook**

There are six city policies that differ from library policies that will be retained. Erickson reports that overall the changes make everything clearer and more precise for library employees and management.

Committee suggested the following changes be made to the addendum:

-Add Sheboygan County Board Supervisors and Sheboygan Area School District Superintendent to the “Powers of the Library Board” section to who appoints board members.

-Add “The policies set forth are unique to library employees and supersede those set forth by the City of Sheboygan” before the policies are listed.

-Remove the second paragraph of the Acknowledgement of Receipt and replace with the following “All Mead Public Library employees are employed “At Will.” This means that Mead Public Library is free to end the employment relationship at any time, for any reason, with or without cause and with or without notice. Nothing in the City’s handbook or the Library’s Addendum or in any other document or statement shall limit or modify the at-will employment status of Mead Public Library’s employees”.

Anderson **moved** to approve library addendum to the city handbook with the above changes. Norman **seconded**. The motion **passed**.

**2.3 Discussion and Possible Action to Eliminate Library “Overtime Work and Compensation” Policy**

Norman **moved** to eliminate library “Overtime Work and Compensation” policy and defer to the city handbook. Mannchen **seconded**. The motion **passed**.

**2.4 Discussion and possible Action to Eliminate Library “Unexcused Absence” Policy**

Quinn **moved** to eliminate library “Unexcused Absence” policy and defer to the city handbook. Mannchen **seconded**. The motion **passed**.

**2.5 Discussion and Possible Action to Eliminate Library “Paid Time Off (PTO)” Policy**

Norman **moved** to eliminate library “Paid Time Off (PTO)” policy and defer to the city handbook. Anderson **seconded**. The motion **passed**.

**2.6 Discussion and Possible Action to Eliminate Library “Proper Attire” Policy**

Quinn **moved** to eliminate library “Proper Attire” policy and defer to the city handbook. Norman **seconded**. The motion **passed**.

**2.7 Discussion and Possible Action to Eliminate Library “Firearms, open or Concealed Carry”**

More research is needed to see what the library can do to prohibit any type of weapon and then make additions to the addendum.

Quinn **moved** to table the action until more information is gathered. Mannchen **seconded**. The motion **passed**.

**2.8 Discussion and Possible Action to Eliminate Library “Workers Compensation” Policy**

The concern with the library keeping our own policy is the risk of getting outdated with the laws and regulations. The city has staff that stays current on HR issues whereas the library currently does not.

Quinn **moved** to eliminate the library “Workers Compensation” policy and defer to the city handbook. Norman **seconded**. The motion **passed**.

**2.9 Discussion and Possible Action to Eliminate Library “Family and Medical Leave Act (FMLA)” Policy**

Same concern with the ever changing laws that we aren’t currently keeping up on. The city policy is also better than the current library policy for employees as well.

Norman **moved** to eliminate the library “Family and Medical Leave Act (FMLA)” policy and defer to the city handbook. Anderson **seconded**. The motion **passed**.

**2.10 Discussion and Possible Action to Eliminate Library “Jury Duty/Subpoenas” Policy**

Quinn **moved** to eliminate library “Jury Duty/Subpoenas’ policy and defer to the city handbook. Anderson **seconded**. The motion **passed**.

**2.11 Discussion and Possible Action to Eliminate Library “Military Duty” Policy**

Quinn **moved** to eliminate library “Military Duty” policy and defer to the city handbook. Anderson **seconded**. The motion **passed**.

**2.12 Discussion and Possible Action to Eliminate Library “Employee Assistance Program” Policy**

Anderson **moved** to eliminate library “Employee Assistance Program” policy and defer to the city handbook. Norman **seconded**. The motion **passed**.

**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**; Anderson **seconded** to adjourn the meeting. The motion **passed**. Nelson concluded the meeting at 2:26 p.m.