

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

Minutes  
Mead Public Library  
Human Resource Committee  
October 20, 2020

A meeting of the Mead Public Library (MPL) Human Resource Committee was held on Tuesday, October 20, 2020 in the Library second floor meeting room. The following Committee members attended remotely: Kathie Norman, Mead Public Library (MPL) Human Resource Committee Chair, Committee members Maeve Quinn, and Nancy Mannchen. Staff present: Library Director, Garrett Erickson and Business Manager, Debbie DeAmico. Absent Committee Member: Meg Albrinck

**1. OPENING OF MEETING**

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

Norman called the meeting to order at 12:11 p.m., Norman determined that there was a quorum.

**1.2 APPROVAL OF MINUTES - 6/16/2020**

Quinn **moved** to approve the minutes from the June 15, 2020 Human Resource Committee. Mannchen **seconded**. The motion **passed**.

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

**2.1 JOB DESCRIPTIONS**

Erickson presented the job description updates for all of the position at the Mead Public Library. After reviewing and discussion of the job descriptions updates, Norman **moved** to approve as presented with the exception of the Business Manager's position. Mannchen **seconded**. The motion **passed**. The committee then reviewed the Business Managers title and position. Erickson was tasked with finding alternative titles for the business manager position to be discussed at the next meeting of the library board on October 22<sup>nd</sup>.

**3. UPCOMING MEETINGS**

3.1 TBD Library Directors annual job performance review. Norman asked if the Library Administrative Assistant could do a doodle poll of the committee members, and set a date based on the poll results do the Directors review.

**4.. ADJOURN**

4.1 MOTION TO ADJOURN Norman **moved** to adjourn the meeting. Quinn **seconded**. The motion **passed**. Being no further business, the meeting adjourned at 1:31 p.m.

Generated by Debbie DeAmico on Tuesday, October 20, 2020

**2021 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>
	<b>1.00</b> Administrative Services Manager
	<b>1.00</b> Communications Specialist
	<b>1.00</b> Administrative Assistant
	<b>1.00</b> Information Technology Specialist
	<b>1.00</b> Maintenance Supervisor
	<b>1.00</b> Maintenance Technician
	<b>1.00</b> Cleaners
	<b>1.00</b> Public Services Manager
	<b>9.00</b> Librarian
	<b>9.25</b> Library Assistant
	<b>1.00</b> Public Safety Specialist
	<b>1.00</b> Support Services Manager
	<b>3.00</b> Cataloger
	<b>8.00</b> Pages

**FTE BY TEAM**

8.00	Administration
20.25	Public Services
12.00	Support Services
<b>40.25</b>	<b>Total</b>

**FTE BY YEAR**

40.25	2021
39.75	2020
39.75	2019
38.00	2018
39.50	2017
39.75	2016
35.44	2015
37.63	2014
43.19	2013

**TOTAL NUMBER OF EMPLOYEES**

7.00	Full-time Administration
2.00	Part-time Administration
18.00	Full-time Public Services
4.00	Part-time Public Services
4.00	Full-time Support Services
13.00	Part-time Support Services
<b>48.00</b>	<b>2020 Total</b>

Revised Date: 10/22/2020

Board Approved Date: 11/19/2020