

UNAPPROVED
MINUTES OF THE MEETING
OF THE
MEAD PUBLIC LIBRARY BOARD
PERSONNEL COMMITTEE
Tuesday, February 23, 2010

The meeting of the Mead Public Library Board Personnel Committee was held on Tuesday, February 23, 2010 in the Library Board Room. Present Committee Members: Mr. Peneski (presiding), Mr. Markevitch, Mrs. Quicker, and Ms. Quinn. Absent Committee Members: Ms. Wortche. Other Board Members Present: Mr. Wackowski. Staff Members Present: Ms. Winkle and Mr. Zehfus.

1. & 2. Mr. Peneski called the meeting to order at 3:31 p.m. in the Library Board Room and determined there was a quorum present.

3. Mr. Peneski distributed the minutes of the February 19, 2010 Personnel Committee meeting. Mr. Markevitch **moved** to approve the minutes. **Seconded** by Mrs. Quicker. The motion **passed**.

4. Mr. Peneski began review and possible action on recruitment and selection for the vacant part-time Library Assistant position in Circulation/Technical Services created by promotion of the incumbent to the part-time Programming Specialist position. Library Assistant Matthew Beinemann has accepted the part-time Programming Specialist position in Youth Services. Ms. Winkle reported that hiring within the Table of Organization is not normally brought before the Committee but because of the economic situation and the City's hiring freeze it is appropriate for the Committee and Board to be informed. Ms. Quinn **moved** to approve the recruitment and selection of the vacant Library Assistant position in Circulation/Technical Services. **Seconded** by Mr. Markevitch. The motion **passed**.

5. Mr. Peneski began review and possible action on recruitment and selection for the vacant part-time Cleaner position in Building Services created by the resignation of the incumbent. Ms. Winkle gave background information on the Cleaner position. Mr. Zehfus presented comparative information between hiring and contracting to fill the position. The Committee discussed the matter. Ms. Quinn **moved** to approve a general posting (internal and external) for the current part-time Cleaner position. **Seconded** by Mrs. Quicker. The motion **passed**.

6. Mr. Peneski started the review for possible action on affected employee option(s) associated with the required City of Sheboygan transition from paid to date (PTD) to 2-week hold out (TWHO) pay issuance. Ms. Winkle reported that the City wants to transition all employees to TWHO so that it can automate its payroll process. Two options, making up the difference upon separation or during the April and October "third paychecks" in 2010 were outlined. The Committee discussed the options. Ms. Quinn **moved** to recommend that the Board approve changing the affected PTD employees to TWHO in April and October on their third paychecks during those months. **Seconded** by Mrs. Quicker. The motion **passed**.

7. Mr. Peneski began review of the classification/pay plan and its relationship to City Schedule 'A' grades. Mr. Zehfus introduced three documents; 2010 Mead Public Library Pay Scales, the current City Schedule 'A' and the City's current non-rep pay document. The 2010 Mead Public Library (MPL) Pay Scales are based on the City's 0-0-0 budget guidance. This means there will be no 2010 across-the-board general salary increase, no individual merit increases, and no individual longevity increases this year for MPL employees. No action was taken on the report.

8. Mr. Peneski started the review and possible action on staff benefits related to the current agreement between the City of Sheboygan and AFSCME Local 1564. Ms. Winkle introduced pages 25 & 26 from the Library Board's Policy Statements. The Policy Statements do not spell out a required length of hire to be eligible for severance pay. The City's probation period is six months while MPL has a one-year orientation period. Ms. Winkle recommended that the Board policy be changed so that an employee must complete the orientation period before being eligible for severance pay. Ms. Quinn **moved** that the Administration draft revised Policy Statements concerning severance pay eligibility. **Seconded** by Mrs. Quicker. The motion **passed**. Ms. Winkle introduced excerpts from the new AFSCME 1564 agreement with the City and reported on the various changes. The Committee discussed matters. Ms. Quinn **moved** that the Administration draft a revision to the Policy Statements that would allow a laid off MPL employee to continue to receive the applicable health insurance benefit for two months following the effective date of the layoff. **Seconded** by Mrs. Quicker. The motion **passed**. Ms. Quinn then **moved** that a draft Policy Statements revision be prepared to increase the total sick leave payout from the current 80 days (640 hours) to 84 days (672 hours). **Seconded** by Mrs. Quicker. The motion **passed**.

9. Mr. Peneski confirmed the report to the Board.

10. The date of the next meeting will be determined.

11. Motion to convene in closed session for the purpose of discussion of performance evaluation with Library Director under the exception set forth in Wisconsin Stat. 19.85 (1)(c). Motion made by Mr. Markevitch. **Seconded** by Ms. Quinn.

12. Roll Call vote on the above motion. All Committee members voting: Aye. Mr. Zehfus left the meeting at this time.

13. Closed session.

14. Ms. Quinn **moved** to reconvene in open session. **Seconded** by Mrs. Quicker. The motion **passed**.

Mr. Markevitch **moved** to report to the Board the Committee's written report of its performance evaluation of the Library Director. **Seconded** by Mrs. Quicker. The motion **passed**.

15. Mr. Peneski adjourned the meeting at 5:23 p.m.