

UNAPPROVED
MINUTES OF THE MEETING
OF THE
MEAD PUBLIC LIBRARY BOARD
PERSONNEL COMMITTEE
Tuesday, March 16, 2010

The meeting of the Mead Public Library Board Personnel Committee was held on Tuesday, March 16, 2010 in the Public Conference Room. Present Committee Members: Mr. Peneski (presiding), Mr. Markevitch, Mrs. Quicker, and Ms. Wortche. Absent Committee Members: Ms. Quinn. Staff Members Present: Ms. Winkle and Mr. Zehfus.

1. & 2. Mr. Peneski called the meeting to order at 3:03 p.m. and determined there was a quorum present.

3. Mrs. Quicker **moved** to approve the minutes of the February 23, 2010 Personnel Committee meeting. **Seconded** by Mr. Markevitch. The motion **passed**.

4. Mr. Peneski began the additional review and possible revised 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. The Committee re-considered the options and discussed the alternatives along with information about feedback from those staff members who commented on the options. Mr. Markevitch **moved** to convert to TWHO during 2010 at the April and October “third paychecks.” **Seconded** by Ms. Wortche. The motion **passed**.

5. Mr. Peneski began review and possible action on the postponed retirement incentive program. Ms. Winkle reported the City just made an alternative Health Insurance plan available as a possible aid for employees considering retirement. In the past incentive plan retirees were allowed to continue on the group health insurance program. This alternate plan involves a different insurance program. The library administration asks that this item be held until more study can be made of the alternative insurance program. The Committee discussed the matter briefly and by **consensus** decided to hold the matter for later consideration.

6. Mr. Peneski introduced review and possible action on proposed amendment to “Bylaws and Policy Statement of the Mead Public Library Board” Section 10000, IV. regarding recruitment and position vacancy review. Ms. Winkle stated this policy was just received from the City. The document in the information packet is all new language to be added to the Library Board personnel policies. It formalizes what Mead Public Library (MPL) already does concerning recruiting, vacancy filling and Board adopted hiring freezes. The Committee discussed the matter. Mr. Markevitch **moved** to recommend the Board accept the amendment to the Bylaws and Policy Statements. **Seconded** by Mrs. Quicker. The motion **passed**.

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7. Mr. Peneski began review and possible action on proposed amendment to “Bylaws and Policy Statements of the MPL Board” Section 10000, IV. regarding pre-employment background screening. Ms. Winkle stated this was another new policy sent over from the City and is all new language. It has not yet been adopted by Common Council. The draft reflects what MPL has been doing, but also defines position categories and applicant types that would require a fingerprint-based background check. The Committee discussed the matter at length. No action was taken. The Committee awaits adoption of the parallel City policy by the Common Council.

8. Mr. Peneski introduced review and possible action on proposed amendment to “Bylaws and Policy Statements of the MPL Board” Section 10000, XIII. regarding employee fraternization. Ms. Winkle stated again that this is all new language. It is based on a proposed City policy. This would have barred certain relationships in MPL if it had been in place some years ago. By **consensus** the Committee will hold action on this item while awaiting adoption of the parallel City policy by the Common Council.

9. Ms. Winkle reported taking part in a Gallup Consulting, Inc. job description questionnaire as part of the Department Head pay study being performed for the City. No action taken.

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

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

12. Mr. Markevitch **moved** to adjourn. **Seconded** by Mrs. Quicker. The motion **passed**. Mr. Markevitch adjourned the meeting at 3:50 p.m.

Recorded by Sharon Winkle, Library Director