

Minutes
Mead Public Library
Human Resources Committee
December 2, 2014

The meeting of the Mead Public Library (MPL) Human Resources Committee was held on Tuesday, December 2, 2014 in the Library Board Room. Committee members present were: Henry Nelson, presiding; Maeve Quinn, Kathie Norman and Martha Wortche. Present staff members: Garrett Erickson and Debbie DeAmico. Others in attendance: Dolcye Johnson.

Nelson called the meeting to order at 3:30 p.m. Nelson determined there was a quorum present. Quinn **moved** to approve the Human Resources Committee minutes of November 18, 2014. The motion was **seconded** by Wortche. The motion **passed**.

(2.1) Discussion and Possible Action To Finalize Process for Library Director Evaluation

After review and discussion it was decided that there should be several wording changes on the Self Evaluation form and on the Performance Evaluation Process 2014 instructions. The new employee questionnaire will also be based on the current MPL Strategic Plan.

(2.2) Discussion and Possible Action to Update “Bylaws and Policy Statements” Document

Review and discussion was held on Category A Vacancy Review Process for changes and deletions

A **motion** was made by Quinn to recommend to the full board to accept changes to the Vacancy Review Process section. The motion was **seconded** by Norman. The motion **passed**.

The Compensation Plan #4 was reviewed and in particular sections (F), (H), (I), (K). After review and discussion was held on (F) Compensation Plan, (H) Definition of Employee #2 up to 58 hours, #3 delete current language and add “Temporary” paragraph in its place. (I) #1 Special Compensation Provision, delete all struck out language. (K) #3 Merit Increase Plan – Letter (b) remove strike outs and change in language, #11 Library Holidays #b delete line out language and add highlighted change in language, #12 Paid Vacation and Other Paid Time Off (PTO) with changes to the lined out or highlighted language.

A **motion** was made by Quinn to recommend to the full board to accept the changes as they related to item #4 and sections F, H, I and K. Norman **seconded** the motion. The motion **passed**.

(2.3) Discussion of a “Chronology of Topics” document containing issues to be addressed throughout the year by the Board of Trustees

The committee reviewed and revised the document. The committee suggested that MPL employees have their annual reviews in January (rather than by anniversary date) and the Library Director be reviewed each February.

(3.1) Future Mead Public Library Human Resource Committee agenda items

1. Possible Terminology Change DTO to PTO
2. Continuation of Bylaws & Policy reviews
3. Employee Evaluation Forms
4. Review MPL Table of Organization for position changes or position deletions
5. Pay Grade Scale to mirror the City of Sheboygan Pay Grade

(3.2) Next meeting: Tuesday, January 6, 2014 at 3:30 p.m., Board Room

(4) Adjournment: Quinn **moved** to adjourn the meeting. **Seconded** by Norman. The motion **carried**. Nelson concluded the meeting at 5:00 p.m.