



# City of Waukesha

## Meeting Minutes - Draft

### Library Human Resources Committee

321 WISCONSIN AVENUE  
WAUKESHA, WISCONSIN  
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Thursday, February 13, 2025

4:15 PM

Library Board Room

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#### 1. Call to Order

**Meeting called to order at 4:14 pm**

**Present** 3 - Melissa Baxter, Kevin Guilfoxy, and Martha Ryan

#### 2. Public Comment

#### 3. Approval of meeting Minutes

[ID#25-00177](#) Minutes from November 14, 2024 Library Human Resources Committee Meeting

**Attachments:** [MeetingMinutes November-14-2024](#)

**A motion was made by Ryan, seconded by Baxter, that the Minutes from the November 14, 2024 Meeting be approved. The motion carried unanimously.**

#### 4. New Business

[ID#25-00169](#) Class and Compensation Review Next Steps

**Attachments:** [City Compensation Plan Review](#)

[ID#25-00186](#) For Discussion Action: Administrative Services Manager Job Description

**Attachments:** [Administrative Services Manager](#)

**A motion was made by Baxter, seconded by Ryan, that the Administrative Services Manager Job Description be approved. The motion carried unanimously.**

[ID#25-00195](#) For Discussion/Action: Building Maintenance Coordinator Job Description

**Attachments:** [Building Maintenance Coordinator](#)

**A motion was made by Baxter, seconded by Ryan, that the Building Maintenance Coordinator Job Description be approved. The motion carried unanimously.**

[ID#25-00204](#) For Discussion/Action: Finance Analyst Job Description

**Attachments:** [Finance Analyst](#)

A motion was made by Baxter, seconded by Ryan, that the Finance Analyst Job Description be approved. The motion carried unanimously.

[ID#25-00213](#) For Discussion/Action: Custodian Job Description

**Attachments:** [Library Custodian](#)

A motion was made by Baxter, seconded by Ryan, that the Custodian Job Description be approved. The motion carried unanimously.

[ID#25-00224](#) For Discussion/Action: Special Projects Coordinator Job Description

**Attachments:** [Special Projects Coordinator](#)

A motion was made by Baxter, seconded by Ryan, that the Special Projects Coordinator Job Description be approved. The motion carried unanimously.

[ID#25-00233](#) For Discussion/Action: Community Engagement Services Manager Job Description

**Attachments:** [Community Engagement Services Manager](#)

A motion was made by Baxter, seconded by Ryan, that the Community Engagement Services Manager Job Description item be approved. The motion carried unanimously.

[ID#25-00242](#) For Discussion/Action: Bridges ILS Manager Job Description

**Attachments:** [Bridges ILS Manager](#)

A motion was made by Baxter, seconded by Ryan, that the Bridges ILS Manager Job Description be approved. The motion carried unanimously.

## 5. Adjournment

Meeting adjourned at 4:29 pm

NOTICE: A majority of Library Board members or Common Council members may be in attendance.

Library Board Members: Please notify the Library Office by 1:00 PM meeting day, if you are unable to attend this meeting.

NOTICE: Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible or that materials at the meeting be in an accessible format, please contact the Library Office, 48 hours prior to the meeting at 262-524-3694.