



City of Waukesha

Meeting Minutes - Draft

Library Human Resources Committee

321 WISCONSIN AVENUE
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Thursday, August 14, 2025

4:00 PM

Library Board Room

1. Call to Order

Meeting was called to order at 4:00 p.m.

Present 2 - Melissa Baxter, and Martha Ryan

Absent 1 - Kevin Guilfoxy

2. Public Comment

3. Approval of Meeting Minutes

[ID#25-01882](#) Review and possible action on the Minutes from the February 13, 2025 Library Board Human Relations Committee Meeting.

Attachments: [Feb 13 2025 Meeting Minutes](#)

A motion was made by Ryan, seconded by Baxter, that the Minutes from the February 13, 2025 meeting be approved. The motion carried unanimously.

4. New Business

[ID#25-01852](#) Review and possible action on extended absence request

A motion was made by Ryan, seconded by Baxter, that the extended absence request be approved. The motion carried unanimously.

[ID#25-01826](#) Review and possible action on Summer Intern Position

Attachments: [Summer Intern Job Description](#)

A motion was made by Baxter, seconded by Ryan, that the Summer Intern Position be approved. The motion carried unanimously.

[ID#25-01835](#) Review and possible action on Security Guard position

Attachments: [Library Security Service revisions](#)
[Security Guard-Library 08-14-25](#)

A motion was made by Baxter, seconded by Ryan, that the Security Guard position be approved. The motion carried unanimously.

[ID#25-01844](#) Review and possible action on Public Services Library Associate regrade

Attachments: [Public Service staff reclassification](#)

A motion was made by Baxter, seconded by Ryan, that the Public Services Library Associate regrade be approved. The motion carried unanimously.

[ID#25-02002](#) Review and possible action on Library Associate Job Description

Attachments: [Library Associate](#)

A motion was made by Baxter, seconded by Ryan, that Library Associate Job Description and Library Assistant Job Description be approved. The motion carried unanimously.

[ID#25-02011](#) Review and possible action on Library Assistant Job Description

Attachments: [Library Assistant](#)

[ID#25-01988](#) Review and possible action on Makerspace Coordinator Job Description

Attachments: [Makerspace Coordinator](#)

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

[ID#25-01863](#) Review and possible action on Marketing and Communications Manager Job Description

Attachments: [Marketing and Communications Manager](#)

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

[ID#25-01864](#) Review and possible action on Materials Collection Services Manager Job Description

Attachments: [Materials Collection Services Manager 12-10-20](#)

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

[ID#25-01861](#) Review and possible action on Page/Shelver Job Description

Attachments: [Page Shelver](#)

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

[ID#25-01862](#) Review and possible action on 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#25-01979](#) Review and possible action on Technology Manager Job Description

Attachments: [Technology Manager](#)

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

5. Adjournment

The meeting was adjourned at 4:19 p.m.

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.