



# City of Waukesha

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## Meeting Agenda - Final

### Library Human Resources Committee

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Thursday, August 14, 2025

4:00 PM

Library Board Room

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1. Call to Order
2. Public Comment

*Limited to three minutes per speaker.*

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](#)

4. New Business

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

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

**Attachments:** [Summer Intern Job Description](#)

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

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

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

**Attachments:** [Public Service staff reclassification](#)

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

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

[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](#)

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

**Attachments:** [Marketing and Communications Manager](#)

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

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

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

**Attachments:** [Page Shelver](#)

[ID#25-01862](#) Review and possible action on Special Projects Coordinator Job Description

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

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

**Attachments:** [Technology Manager](#)

## 5. Adjournment

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.