



City of Waukesha

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Meeting Agenda - Final

Library Human Resources Committee

Thursday, December 12, 2019

4:00 PM

Library Board Room

1. Call to Order

2. Approval of meeting Minutes

- A. [ID#19-1644](#) Approval of the minutes for November 14, 2019

Attachments: [191114 HUMAN RESOURCES COMMITTEE](#)

3. Old Business

- A. [LC19-0603](#) A motion may be made to convene in closed session pursuant to Wisconsin Statutes Sec. 19.85 (1) (c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility. The Human Resources Committee will discuss and make a recommendation regarding the performance evaluation questions and process for Library Director's annual evaluation. The Human Resources Committee will also consider a request to grant additional vacation leave for an employee.

Attachments: [Director eval form](#)
[Job description Director 07-14-16](#)
[BG Goals_20191204163712468](#)

- B. [LC19-0604](#) Following closed session, a motion will be made to reconvene in open session to consider possible action on matters discussed in closed session.

4. New Business

- A. [ID#19-1645](#) Discussion/recommendation regarding Library Human Resources Policy B-2, Recruitment and Retention

Attachments: [B-2 RECRUITMENT AND RETENTION Draft 12-12-19](#)

- B. [ID#19-1646](#) Discussion/recommendation regarding Library Human Resources Policy C-2, Vacation Leave

Attachments: [C-2 VACATION LEAVE Draft 12-12-19](#)

- C. [ID#19-1647](#) Discussion/recommendation regarding Library Human Resources Policy
C-3, Leaves of Absence

Attachments: [C-3 LEAVES OF ABSENCE Draft 12-12-19](#)
- D. [ID#19-1648](#) Discussion/recommendation regarding Library Human Resources Policy
F-2, Salary Plan and Administration

Attachments: [F-2 SALARY PLAN AND ADMINISTRATION Draft 12-12-19](#)
- E. [ID#19-1649](#) Discussion/recommendation regarding Library Human Resources Policy
H-6, Separation Payout

Attachments: [H-6 SEPARATION PAYOUT Draft 12-12-19](#)

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 Joan Quinlan, 48 hours prior to the meeting at 262-524-3694.