



City of Waukesha

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Meeting Agenda - Final

Library Human Resources Committee

Thursday, December 10, 2020

4:00 PM

Library Board Room

Virtual meeting

For public access, please register in advance for this meeting:

[https://waukesha-wi.zoom.us/j/91569262840?](https://waukesha-wi.zoom.us/j/91569262840?pwd=TVBWWTczeXNmVlpFRHMrKzdUK2FDZz09)

[pwd=TVBWWTczeXNmVlpFRHMrKzdUK2FDZz09](https://waukesha-wi.zoom.us/j/91569262840?pwd=TVBWWTczeXNmVlpFRHMrKzdUK2FDZz09)

1. Call to Order

2. Public Comment

3. Approval of meeting Minutes

A. [ID#20-1489](#) Approval of the minutes for October 8, 2020

Attachments: [201008 HUMAN RESOURCES COMMITTEE draft](#)

5. New Business

A. [ID#20-1490](#) Discussion/recommendation regarding the Building Maintenance Coordinator job description

Attachments: [Building Maintenance Coordinator DRAFT](#)

B. [ID#20-1491](#) Discussion/recommendation regarding the Community Engagement Services Manager job description

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

C. [ID#20-1492](#) Discussion/recommendation regarding the Finance Analyst job description

Attachments: [Finance Analyst DRAFT](#)

D. [ID#20-1493](#) Discussion/recommendation regarding the Head of Operations job description

Attachments: [Head of Operations DRAFT](#)

E. [ID#20-1494](#) Discussion/recommendation regarding the Makerspace Coordinator job description

Attachments: [Makerspace Coordinator DRAFT](#)

- F. [ID#20-1495](#) Discussion/recommendation regarding the Marketing and Communications Manager job description
Attachments: [Marketing & Communications Manager DRAFT](#)
- G. [ID#20-1496](#) Discussion/recommendation regarding the Materials Collection Services Manager job description
Attachments: [Materials Collection Services Manager DRAFT](#)
- H. [ID#20-1497](#) Discussion/recommendation regarding the Public Services Manager job description
Attachments: [Public Services Manager DRAFT](#)
- I. [ID#20-1498](#) Discussion/recommendation regarding the Special Projects Coordinator job description
Attachments: [Special Projects Coordinator DRAFT](#)
- J. [ID#20-1508](#) Discussion/recommendation regarding Technology Manager job description
Attachments: [Technology Manager DRAFT](#)
- K. [ID#20-1499](#) Discussion/recommendation regarding process and timeline for the Library Director evaluation
Attachments: [Revised Director job description](#)
[WPL LibraryDirectorEval FINAL 2020](#)

6. 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.