



City of Waukesha

321 WISCONSIN AVENUE
WAUKESHA, WISCONSIN
53186-4786
TELEPHONE
262/524-3680 FAX
262/524-3677

Meeting Agenda - Final

Library Human Resources Committee

Thursday, January 14, 2021

4:00 PM

Library Board Room

Virtual Meeting

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

[https://us02web.zoom.us/j/88041300404?](https://us02web.zoom.us/j/88041300404?pwd=OTlwNDZTeUpjUXFtd0NMaGdUU28wZz09)

[pwd=OTlwNDZTeUpjUXFtd0NMaGdUU28wZz09](https://us02web.zoom.us/j/88041300404?pwd=OTlwNDZTeUpjUXFtd0NMaGdUU28wZz09)

1. Call to Order

2. Approval of meeting Minutes

- A. [ID#21-1612](#) Approval of the minutes for December 10, 2020

Attachments: [201210 HUMAN RESOURCES COMMITTEE draft](#)

3. New Business

- A. [ID#21-1613](#) Discussion/recommendation regarding the following library job description:
Custodian

Attachments: [Custodian DRAFT](#)

- B. [ID#21-1614](#) Discussion/recommendation regarding the following library job description:
Information Technology Technician II

Attachments: [Information Technology Technician II DRAFT](#)

- C. [ID#21-1615](#) Discussion/recommendation regarding the following library job description:
Librarian I

Attachments: [Librarian I DRAFT](#)

- D. [ID#21-1616](#) Discussion/recommendation regarding the following library job description:
Library Assistant

Attachments: [Library Assistant DRAFT](#)

- E. [ID#21-1617](#) Discussion/recommendation regarding the following library job description:
Library Associate

Attachments: [Library Associate DRAFT](#)

- F. [ID#21-1618](#) Discussion/recommendation regarding the following library job description:
Page/Shelver

Attachments: [Page Shelver DRAFT](#)

- G. [ID#21-1619](#) 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 performance evaluation questionnaire responses for Library Director's annual evaluation, including the Library Director's 2021 SMART goals.

Attachments: [2021 Library Director Goals](#)

- H. [ID#21-1620](#) Following closed session, a motion will be made to reconvene in open session to consider possible action on matters discussed in closed session.

4. 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.