

MINUTES
Waukesha Public Library Board
Human Resources Committee Meeting
Thursday, September 9, 2021 4:15 P.M.
Library Board Room
In-Person and Virtual Zoom Meeting

DRAFT

Trustees Present: M. Baxter, C. Deatrick, K. Guilfoy, and M. Ryan

Trustees Absent:

Others Present: Library Director B. Gay, Technology Manager J. Klima and Special Projects Coordinator J. Quinlan

1. Call to Order Trustee Guilfoy agreed to be the committee chair. He convened the meeting at 4:19PM.

2. Approval of Minutes for June 10, 2021

Trustee Ryan moved to approve the minutes of June 10, 2021 as presented. Trustee Baxter seconded; motion carried unanimously.

3. New Business

a. Trustee Ryan moved 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 merit pay system as related to employee performance. Trustee Baxter seconded; motion carried with a unanimous roll call vote. (4:21 PM) (Technology Manager Klima left)

b. Trustee Deatrick moved to reconvene in open session to consider possible action on matters discussed in closed session. Trustee Ryan seconded; motion carried unanimously. (4:31 PM) (Technology Manager Klima returned).

c. Discussion/recommendation regarding merit pay system

Trustee Baxter moved to recommend to the full Board approval of the merit pay system relating to employee performance as outlined by the Library Director. Trustee Deatrick seconded; motion carried unanimously.

d. Discussion/recommendation regarding library human resources policy B-4, Separation Procedure

Director Gay explained that the library typically mirrors city policy changes. The updates to policy B-4 reflect this with the removal of the bumping rights section, which was instituted when the union was in place. Trustee Baxter moved to recommend approval of library human resources Policy B-4, Separation Procedure as presented. Trustee Ryan seconded; motion carried unanimously.

e. Discussion/recommendation regarding library human resources committee B-13, Library Employee Political Activity

Director Gay explained that this policy outlines those employees that are funded with federal monies cannot run for office and that the Library follows the Federal Hatch Act. Trustee Baxter moved to recommend approval of library human resources Policy B-13,

Library Employee Political Activity as presented. Trustee Deatrick seconded; motion carried unanimously.

f. Discussion/recommendation regarding library human resources policy E-1, Personal Protection Equipment

Director Gay said that this policy has been renamed and that it outlines personal protection equipment that is available to library staff. The Library will also reimburse employees for protective eyewear and footwear on an annual basis. **Trustee Baxter moved to recommend approval of library human resources policy E-1, Personal Protection Equipment as presented. Trustee Guilfoy seconded; motion carried unanimously.**

5. Adjournment

Absent any objections, the meeting adjourned at 4:38 PM J. Quinlan – Recorder