

MINUTES
Waukesha Public Library Board
Human Resources Committee Meeting
Thursday, December 9, 2021 4:00 P.M.
Library Board Room
In-Person and Virtual Zoom Meeting

DRAFT

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

Trustees Absent:

Others Present: Trustee S. Ammerman (4:32PM), Library Director B. Gay, Technology Manager J. Klima and Special Projects Coordinator J. Quinlan

1. Call to Order: With a quorum present, Trustee Deatrick convened the meeting at 4:13 PM.

2. Approval of Minutes for September 9, 2021

Trustee Baxter moved to approve the minutes of September 9, 2021 as presented. Trustee Baxter seconded; motion carried unanimously.

3. New Business

a. Discussion/recommendation regarding library human resources Policy B-8, Human Resources Disclosure

Director Gay explained that the updates to the policy match the city changes. Changes in blue reflect library-specific updates and highlight library oversight. **Trustee Baxter moved to recommend approval of Policy B-8, Human Resources Disclosure as presented. Trustee Ryan seconded; motion carried unanimously.** (Trustee Guilfooy arrived at 4:22 PM and chaired the remainder of the meeting)

b. Discussion/recommendation regarding library human resources policy C-3, Leaves of Absence

Director Gay explained that there was only one change to this policy: the use of sick time as a substitute for unpaid leave. **Trustee Baxter moved to recommend approval of library human resources Policy C-3, Leaves of Absence as presented. Trustee Deatrick seconded; motion carried unanimously.**

c. Discussion/recommendation regarding library human resources Policy C-4, Benefits Election at the Time of Retirement/Resignation

Director Gay explained that this policy follows changes made to the city policy regarding what benefits are available to employees who retire or resign from their positions with the city. **Trustee Deatrick moved to recommend approval of library human resources Policy C-4, Benefits Election at the Time of Retirement/Resignation as presented. Trustee Baxter seconded; motion carried unanimously.**

d. Discussion/recommendation regarding library human resources policy H-4, Administrative Payroll Procedures

Director Gay said that this policy has been updated to reflect a move by the city to a web-based payroll management system. **Trustee Baxter moved to recommend approval of library human resources policy H-4, Administrative Payroll Procedures as presented. Trustee Ryan seconded; motion carried unanimously.**

e. Discussion/recommendation regarding the process and timeline for the Library Director's evaluation

Director Gay explained that the proposed timeline and process for the director evaluation is identical to last year, including an online evaluation questionnaire through Survey Monkey. The evaluation criteria will be the same; the director's 2021 goals have been included in the document and the survey deadline is Sunday, January 9. The Library's Human Resources Committee will meet in closed session at their January meeting, with a recommendation and full review at the February Library Board meeting. The Committee agreed that this model works well. As in the past, a brief version of the director's review will be shared with the city. **Trustee Baxter moved to recommend that the Library Board continue to use same the procedure as in the past, utilizing the online Survey Monkey responses to be due on January 9. Trustee Ryan seconded; motion carried unanimously.**

5. Adjournment

Absent any objections, the meeting adjourned at 4:37 PM J. Quinlan – Recorder