

**MINUTES**  
**Waukesha Public Library Board**  
**Human Resources Committee Meeting**  
**Thursday, April 14, 2022 4:00 P.M.**  
**Library Board Room**  
**In-Person and Virtual Zoom Meeting**

**DRAFT**

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

Others Present: Library Director B. Gay, Technology Manager J. Klima, Public Services Manager T. Lyons and Financial & Planning Analyst C. Braun

**1. Call to Order:** Trustee Guilfoy convened the meeting at 4:02 PM.

**2. Approval of the minutes for February 10, 2022**

**Trustee Ryan moved to approve the minutes of February 10, 2022 as presented.**

**Trustee Deatrick seconded; motion carried unanimously.**

**3. New Business**

**a. Discussion/recommendation regarding library human resources policy B-12 Email Policy/Procedure**

Director Gay report this policy is being rewritten to match the city's policy. It's moving from an Information & Technology policy to a Human Resources policy. All library board members have received city emails. Trustees need to send and receive all correspondence with the new email. **Trustee Baxter moved to approve library human resources policy B-12 Email Policy/Procedure. Trustee Deatrick seconded; motion carried unanimously.**

**b. Discussion/recommendation regarding Administrative Services Manager job description**

Director Gay report this is a new job description that he has reviewed with the City Human Resources manager along with a job analysis questionnaire. This is a new manager position that replaces the Building Operations manager. This position would be responsible for building operations, financials, and human resource matters. It's a grade above the Building Operation manager position but funding is available. This person would be the director's backup. **Trustee Baxter moved to approve the Administrative Services job description. Trustee Deatrick seconded; motion carried unanimously.**

**c. Discussion/recommendation regarding combining two 20hpw Custodial positions to fulltime**

Director Gay reported that due to a retirement and an extra half-time position in the budget this year he would like to take the two part-time positions and create a single fulltime position. This will hopefully attract well-qualified candidates who will be on staff long term. The City Administrator and Human Resources manager have approved this change. **Trustee Ryan moved to approve combining two 20hpw Custodial positions to fulltime. Trustee Baxter; motion carried unanimously.**

**d. Trustee Baxter 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 conduct and make a recommendation to the full Board regarding the Library Director's annual performance evaluation, including the Library Director's 2022 SMART goals. The Human Resources Committee will also discuss an employee's extended unpaid voluntary leave request. Trustee Ryan seconded; motion carried with a unanimous roll call vote. (4:17 PM B. Gay J. Klima, T. Lyons and C. Braun left)

- e. **Following closed session, a motion was made to reconvene in open session at 4:27 PM to consider possible action on matters discussed in closed session. (B. Gay, J. Klima T. Lyons and C. Braun returned)**
- f. **Discussion/recommendation regarding Library Director's annual compensation Trustee Baxter moved to recommend a 2% increase for the Library Director retroactive to January 1, 2022. Trustee Deatrick seconded; motion carried with a unanimous roll call vote.**
- g. **Discussion/action regarding an employee's extended unpaid voluntary leave request. Trustee Baxter moved to approve an employee's extended unpaid voluntary leave request of twelve weeks. Trustee Ryan seconded; motion carried unanimously.**

#### **4. Adjournment**

Absent any objections, the meeting adjourned at 4:35 PM C. Braun – Recorder