

**WAUKESHA PUBLIC LIBRARY  
HUMAN RESOURCES COMMITTEE MEETING  
THURSDAY, JUNE 29, 2016  
LIBRARY BOARD ROOM  
4:00 PM**

Members Present: Trustees A. Riebel, R. Sura, and M. Ryan

Members Absent: Trustee J. Fowle

Others Present: Executive Director G. Lynch and Administrative Assistant J. Quinlan

The meeting was called to order at 4:03 PM by Trustee Riebel.

1. Discussion/action regarding approval of minutes for April 12, 2016.  
**Trustee Sura moved to approve the Human Resources minutes for April 12, 2016 as presented. Trustee Ryan seconded, motion carried unanimously.**
2. **Trustee Sura 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. Trustee Ryan seconded, motion carried with a unanimous roll call vote.** (J. Quinlan left at 4:04 p.m.)
3. **Trustee Sura moved to reconvene into open session pursuant to Wisconsin Statutes 19.85(2) for possible additional discussion and/or action concerning any of the issues discussed in closed session. Trustee Ryan seconded, motion carried with a unanimous roll call vote.** (J. Quinlan returned at 5:13 p.m.)
4. Discussion/recommendation regarding the following job descriptions:
  - a. Librarian I – **Trustee Ryan moved to recommend the changes to the job description as presented. Trustee Sura seconded, motion carried unanimously.**
  - b. Information Technology Technician II – **Trustee Ryan moved to recommend approval of the job description as presented. Trustee Sura seconded, motion carried unanimously.**
  - c. Librarian II – Library Department Manager – **Trustee Ryan moved to recommend approval of the job description as presented. Trustee Sura seconded, motion carried unanimously.**
  - d. Library Associate I & II - **Trustee Ryan moved to recommend approval of the job description as presented. Trustee Sura seconded, motion carried unanimously.**
  - e. Building Maintenance Coordinator - **Trustee Ryan moved to recommend approval of the job description as presented. Trustee Sura seconded, motion carried unanimously.**

- f. Custodian - **Trustee Ryan moved to recommend approval of the job description as presented. Trustee Sura seconded, motion carried unanimously.**
  - g. Head of Operations - **Trustee Ryan moved to recommend approval of the job description as presented. Trustee Sura seconded, motion carried unanimously.**
  - h. Director - **Trustee Ryan moved to recommend approval of the job description as presented. Trustee Sura seconded, motion carried unanimously.**
  - i. Assistant Director - **Trustee Ryan moved to recommend approval of the job description as presented. Trustee Sura seconded, motion carried unanimously.**
  - j. Deputy Director - **Trustee Ryan moved to recommend elimination of the Deputy Director job description. Trustee Sura seconded, motion carried unanimously.**
  - k. Head of Program Development and Community Engagement – **Trustee Ryan moved to recommend approval of the job description pending class and compensation identification. Trustee Sura seconded, motion carried unanimously.**
  - l. Special Projects Coordinator - **Trustee Ryan moved to recommend approval of the job description pending class and compensation identification. Trustee Sura seconded, motion carried unanimously.**
  - m. Finance Analyst - **Trustee Ryan moved to recommend approval of the job description pending class and compensation identification. Trustee Sura seconded, motion carried unanimously.**
5. Discussion/recommendation regarding Human Resources Policy B-16 Library Staffing Resolution  
**Trustee Ryan moved to table Human Resource Policy B-16 Library Staffing Resolution. Trustee Sura seconded, motion carried unanimously.**

Absent any objections, the meeting adjourned at 5:20 p.m.

Respectfully Submitted  
J. Quinlan