

MINUTES
Waukesha Public Library Board
Human Resources Committee Meeting
Wednesday, May 3, 2017 4:00 P.M.
Library Board Room

DRAFT

Trustees Present: P. Kasprowicz, L. Probst, A. Riebel, M. Ryan, and R. Sura

Trustee Absent:

Others Present: Special Projects Coordinator Joan Quinlan

1. Call to Order

Committee Chair Riebel convened the meeting at 4:03 p.m.

2. Approval of the minutes for April 19, 2017

Trustee Kasprowicz moved to approve the minutes for April 19, 2017. Trustee Sura seconded, motion carried unanimously.

3. Discussion/action regarding contract with Bradbury Miller Associates

Human Resources Committee Chair Riebel stated that the documents included for review were the original proposal from Bradbury Miller Associates, the addendum to the contract and the previous contract with Bradbury Associates/Gossage Sager Associates from 2012. Per Dan Bradbury, the proposal stands as the basic contract and the addendum specifies any variations or changes needed in the proposal.

The Committee discussed the language in the addendum contract and agreed to the following paragraph changes: 1) add Committee Chair Amy Riebel as the primary contact for the Waukesha Public Library; 2) add the Library's Human Resources Committee as the primary group that the consultants will meet with; 3) add language stipulating that the consultants will contact prior employers of the finalist candidate(s) as part of the background investigation; 4) add the indemnification clause from the previous contract; 6) add language clarifying that all disputes arising between the parties shall be governed by the laws of the State of Wisconsin.

Trustee Kasprowicz said that he was comfortable with the proposal language as it stands. The next steps will include discussions with the firm on the process and timeline for the search. The contract proposal indicated that the principals of the firm, Dan and Jobeth Bradbury are the key personnel that the Board will be working with. Karen Miller is an alternate contact. (Trustee Probst arrived at 4:25 p.m.) **Trustee Kasprowicz moved to approve the changes made to the addendum and to forward the proposal and addendum to the City Attorney's office and City's Human Resources Department for review. Trustee Sura seconded, motion carried unanimously.**

4. Discussion/action regarding number of consultant site visits

Trustee Kasprowicz said that Dan Bradbury e-mailed him regarding eliminating the first site visit at the end of May. If the Human Resources Committee agrees to this, Bradbury Miller would reduce their fee by \$2,000. Trustee Riebel believed that the Library Board should not cut corners; there have been significant changes at the Library since their last visit. Trustee Ryan said that she would like to meet the consultants in person; you get a much different impression than through a Skype conversation. Trustee Sura agreed and said that it is important for the firm to be onsite to address any concerns. Having the consultants here

gives newer Board members the opportunity to be included in the process.

Trustee Kasproicz moved to keep the number of site visits to four. Trustee Ryan seconded, motion carried unanimously.

5. Adjournment

Absent any objections, the meeting adjourned at 4:35 p.m.

J. Quinlan, Recorder