

**MINUTES**  
**Waukesha Public Library Board**  
**Human Resources Committee Meeting**  
**Thursday, November 9, 2017 1:00 P.M.**  
**Library Board Room**

**DRAFT**

Trustees Present: A. Riebel, S. Ammerman and M. Ryan  
Trustees Absent: P. Kasprowicz and R. Sura  
Others Present: Trustee C. Deatrick, Interim Library Director J. Klima and Special Projects Coordinator J. Quinlan

**1. Call to Order**

Committee Chair Riebel convened the meeting at 4:31 p.m.

**2. Approval of Minutes for September 14, 2017**

**Trustee Ryan moved to approve the minutes of September 14, 2017. Trustee Ammerman seconded, motion carried unanimously.**

**3. Approval of Minutes for September 19, 2017**

**Trustee Ryan moved to approve the minutes of September 19, 2017. Trustee Ammerman seconded, motion carried unanimously.**

**Discussion/recommendation regarding City's performance evaluation process – Library competencies**

Interim Director Klima provided the Human Resources Committee with some background information regarding the City's formal evaluation process. He explained that when the union was in place, no formal employee evaluations were conducted with the exception of Police and Fire. The City began this process with a comprehensive class and compensation study, revising all of the City's job descriptions, including the Library's. The City recently moved to an online application process and the last piece will be the City-wide evaluation program. The City developed City competencies that all employees are expected to meet. Each City department was directed to develop 5-6 departmental competencies which all employees are expected to meet. The Library is now in the process of creating positional competencies based on the revised job descriptions.

Interim Library Director Klima reviewed the Library competencies with the Committee, these included: Attitude, Collaboration/Teamwork, Organizational Awareness, Problem Solving, and Professionalism. Each category has a 'meets expectations' and 'exceeds expectations' component. This coming year will be a transitional period as the City moves forward with this program. **Trustee Ryan moved to recommend approval of the Library competencies as presented. Trustee Ammerman seconded, motion carried unanimously.**

**4. Adjournment**

Absent any objections, the meeting adjourned at 4:45 p.m.

J. Quinlan – Recorder.