

MINUTES
Waukesha Public Library Board
Human Resources Committee Meeting
Thursday, November 14, 2019 4:15 P.M.
Library Board Room

DRAFT

Trustees Present: K. Guilfooy, A. Riebel, and M. Ryan

Trustees Absent: M. Baxter and E. Heglestad

Others Present: Library Director B. Gay, and Special Projects Coordinator J. Quinlan

1. Call to Order

Trustee Riebel convened the meeting at 4:15 p.m.

2. Approval of Minutes for April 11, 2019

Trustee Ryan moved to approve the minutes of April 11, 2019. Trustee Riebel seconded, motion carried unanimously.

3. Old Business

a. Discussion/recommendation regarding Library Human Resources Policy C-5, Wages & Benefits Regular Part-time Employees

Library Director Gay explained that this policy was held over from the last Library Board meeting in order to get clarification from the City on Subsection B. 1. (regular part-time employees not being eligible for accumulation of service time). He said that the language refers to the Wisconsin Retirement System. He stated that before Act 10, employees who worked 20 hours or more per week were eligible for the Wisconsin State Retirement System. The changes to the policy are modeled after the City policy. He explained that there are several employees who are grandfathered into the system. The clarifying language which was added makes it clear that these employees will be eligible to participate in the Wisconsin Retirement System and accumulate service time. **Trustee Guilfooy moved to recommend approval of Library human resources Policy C-5, Wages & Benefits Regular Part-time Employees as presented. Trustee Ryan seconded, motion carried unanimously.**

4. New Business

a. Discussion/recommendation regarding Library Human Resources Policy B-1, Management Rights

Library Director Gay explained that this policy was renumbered to match the City's policy and that the language mirrors the City's. Trustee Guilfooy inquired if the policy for managers should include language as outlined in Policy B-6, Work Rules that refers to verbal abuse and assault. After discussing this, Director Gay reminded the Committee that all employees, including managers are required to follow Library policies, including B-6. **Trustee Ryan moved to recommend approval of Library human resources Policy B-1, Management Rights as presented. Trustee Guilfooy seconded, motion carried unanimously.**

b. Discussion/recommendation regarding Library Human Resources Policy B-6, Library Work Rules

Library Director Gay said that the changes to this policy match the City's language. Trustee Ryan asked if employees were expected to be at work on time. Director Gay responded that library employees may not clock into the time and attendance system too early. So, if they clock in at their scheduled start time, they won't be considered late for their shift. **Trustee**

Riebel moved to recommend approval of Library Human Resources Policy B-6, Library Work Rules. Trustee Ryan seconded, motion carried unanimously.

c. Discussion/recommendation regarding Library Human Resources Policy B-7, Business Attire and Appearance

Director Gay explained that this policy was also renumbered to match the City's policy. He noted that he has discretion in administering the policy regarding professional standards and appearance. **Trustee Guilfooy moved to recommend approval of Library human resources Policy B-7, Business Attire and Appearance as presented. Trustee Ryan seconded, motion carried unanimously.**

d. Discussion/recommendation regarding Library Human Resources Policy B-10, Employment of Relatives

Library Director Gay explained that the City Attorney completely revised this policy with all new language. The policy clarifies the supervisory chain of command. The policy also provides a grandfather clause for those employees who were previously not in violation of policy, however, those employees would not be able to be promoted within the Library. The Committee discussed the language under letter i. and recommended revising it to read "...shall be resolved at the sole discretion of the Library Director or Library Board of Trustees." **Trustee Guilfooy moved to recommend approval of Policy B-10, Employment of Relatives as amended. Trustee Ryan seconded, motion carried unanimously.**

e. Discussion/recommendation regarding process for Library Director's annual evaluation

Library Director Gay asked the Committee if they would like to proceed with his Director's evaluation using the same process as the previous year. He reminded them that the process included an online questionnaire survey that had rankings, a space for comments and a section on evaluating his goals for the year. The survey was sent out in December to be completed in early January. The Human Resources Committee met in January to review the responses and the final evaluation was completed with the Library Board in February. Trustee Ryan said that she was fine with using the online survey, but she wanted to discuss modifying some of the questions. The Committee agreed to meet on December 12 at 4:00 PM to review the questions.

5. Adjournment

Absent any objections, the meeting adjourned at 4:43 p.m. J. Quinlan – Recorder