

MINUTES
Waukesha Public Library Board
Human Resources Committee Meeting
Thursday, December 12, 2019 4:00 P.M.
Library Board Room

DRAFT

Trustees Present: M. Baxter, K. Guilfoy, A. Riebel, and M. Ryan

Trustees Absent: E. Heglestad

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

1. Call to Order

Trustee Riebel convened the meeting at 4:00 p.m.

2. Approval of Minutes for November 14, 2019

Trustee Ryan requested that one small change be made to the minutes. **Trustee Guilfoy moved to approve the minutes of November 14, 2019 as amended. Trustee Ryan seconded, motion carried unanimously.**

3. Old Business

- a. **Trustee Guilfoy 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 discuss and make a recommendation regarding the performance evaluation questions and process for Library Director's annual evaluation. The Human Resources Committee will also consider a request to grant additional vacation leave for an employee. Trustee Ryan seconded, motion carried with a roll call vote. (4:03 PM) (Trustee Baxter arrived at 4:12 PM)**
- b. **Trustee Guilfoy moved to reconvene in open session to consider possible action on matters discussed in closed session. Trustee Baxter seconded, motion carried unanimously. (4:18 PM)**
- c. **Trustee Guilfoy moved to recommend using the same evaluation form and process as discussed in closed session. Trustee Baxter seconded, motion carried unanimously.**
- d. **Trustee Ryan moved to recommend approval of the request to grant additional vacation time to an employee as discussed in closed session. Trustee Guilfoy seconded, motion carried unanimously.**

4. New Business

- a. **Discussion/recommendation regarding Library Human Resources Policy B-2, Recruitment and Retention**

Library Director Gay explained that this policy matches the City's revisions and language. There are no major changes to the policy. The language was updated to include the online application process that the City now uses through NeoGov. **Trustee Baxter moved to recommend approval of Library Human Resources Policy B-2, Recruitment and Retention as presented. Trustee Guilfoy seconded, motion carried unanimously.**

- b. **Discussion/recommendation regarding Library Human Resources Policy C-2, Vacation Leave**

Library Director Gay said that the changes to this policy are significant; with a major change

to the vacation leave schedule and how early in their tenure employees are awarded vacation hours. A new employee would begin earning three weeks of vacation from their date of hire. The City sees this as a means to attract and retain qualified applicants. The vacation ladder has also been shortened from 25 years to 23. Director Gay added that this impacts most library employees who earn vacation. Trustee Baxter said that she likes that employees are encouraged to take at least one full week of vacation off. **Trustee Riebel moved to recommend approval of Library Human Resources Policy C-2, Vacation Leave as presented. Trustee Baxter seconded, motion carried unanimously.**

c. Discussion/recommendation regarding Library Human Resources Policy C-3, Leaves of Absence

Trustee Riebel commented that much of the policy language relates to federal and state law. Director Gay explained that this policy follows the City's policy. Library Director Gay said that under the *Sick Leave* section, the Library would like to update #3 to match the City's language regarding immediate family members who live in the employee's legal residence. The Committee agreed to the updated language. Trustee Guilfoxy asked why the section on death payout was removed. It was noted that this section was repetitive, and the language is part of the separation policy. **Trustee Baxter moved to recommend approval of Library Human Resources Policy C-3, Leaves of Absence as amended. Trustee Guilfoxy seconded, motion carried unanimously.**

d. Discussion/recommendation regarding Library Human Resources Policy F-2, Salary Plan and Administration

Library Director Gay described the changes on page three as they relate to Policy D-3, Employee Performance. The City has moved away from the annual market adjustment and will now offer a performance merit-based adjustment program and a bonus program to employees. The Committee discussed the procedure under the *Administration of the Plan* and suggested including language that includes the Board of Trustees oversight. The language will now read: "...and shall make recommendations to the Library Board of Trustees and to the City Administrator concerning policy and procedure revisions." **Trustee Guilfoxy moved to recommend approval of Policy F-2, Salary Plan Administration as amended. Trustee Ryan seconded, motion carried unanimously.**

e. Discussion/recommendation regarding Library Human Resources Policy H-6, Separation Payout

Library Director Gay explained that the policy updates mirror the City's. **Trustee Baxter moved to recommend approval of Library Human Resources Policy H-6, Separation Payout as presented. Trustee Guilfoxy seconded, motion carried unanimously.**

5. Adjournment

Absent any objections, the meeting adjourned at 4:35 PM J. Quinlan – Recorder