

MINUTES
Waukesha Public Library Board
Human Resources Committee Meeting
Thursday, February 14, 2020 4:00 P.M.
Library Board Room

DRAFT

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

Trustees Absent: E. Helgestad

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 January 9, 2020

Trustee Baxter moved to approve the minutes of January 9, 2020 as presented.

Trustee Ryan seconded; motion carried unanimously.

3. Old Business

a. Trustee Ryan 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 conduct and make a recommendation regarding the Library Director's annual performance evaluation. Trustee Baxter seconded; motion carried with a unanimous roll call vote. (4:02 PM) (Library Director Gay and Special Projects Coordinator Quinlan left)

b. Trustee Baxter moved to reconvene in open session to consider possible action on matters discussed in closed session. Trustee Guilfoy seconded, motion carried unanimously. (4:16 PM) (Library Director Gay and Special Projects Coordinator Quinlan returned) Trustee Baxter moved to recommend approval of the Library Director evaluation as discussed in closed session. Trustee Ryan seconded; motion carried unanimously.

4. New Business

a. Discussion/recommendation regarding Librarian I-Technical Services job description

Director Gay explained that when he first came on board, the Technical Services Manager requested to have a full-time position within her department for continuity purposes and to serve as a back-up when she was absent. This is the only department within the Library which does not have a full-time staff member besides the manager. With the resignation of a full-time Librarian who split her time between Technical Services and the Information Services departments, he saw an opportunity to make this happen. There were three Librarian positions that split their time between the two departments. The Library then created a full-time cataloging position in Technical Services, then shifted the other hours which are now dedicated to a full-time Information Services Librarian. The number of hours in each department is the same; there is no budget impact. A long-term employee has accepted the full-time cataloging position. Director Gay said that the Library added two items to the job description responsibilities; back-up to the manager and continued work on the reference desk. The person in this position will also define her role as the Library moves forward. He also explained that all the Librarian job descriptions are outlined in one document regardless

of which department that they are in. The full-time Information Services Librarian position was filled by one of the job share participants and the job share vacancy was filled by a Library Associate from the Information Services department. The Library Associate vacancy is posted internally. **Trustee Guilfoxy moved to recommend approval of the Librarian I-Technical Services job description as presented. Trustee Ryan seconded; motion carried unanimously.**

b. Discussion/recommendation regarding Library Associate-Marketing job description

Director Gay explained that the changes made to the Library Associate-Marketing job description are more significant. The updates reflect the direction that the Library's marketing efforts are going. All promotional materials will be completed by one person for continuity and branding purposes. The deleted sections, which includes removing the volunteer liaison responsibilities, were made to increase marketing endeavors. Interviews are scheduled for next week. **Trustee Baxter moved to recommend approval of the Library Associate-Marketing job description as presented. Trustee Guilfoxy seconded; motion carried unanimously.**

c. Discussion/recommendation regarding Building Maintenance Coordinator job description

Director Gay said that with the retirement of the previous Building Maintenance Coordinator, the Library took the opportunity to look at the job responsibilities. The changes to the job description better reflect the work that was being done. The first bullet point addition outlines that the person in this position will have some oversight over the work of the custodians. Language regarding shrubbery care, incinerating and the book return was deleted as those job duties are no longer applicable. **Trustee Guilfoxy moved to recommend approval of the Building Maintenance Coordinator job description as presented. Trustee Ryan seconded; motion carried unanimously.**

5. Adjournment

Absent any objections, the meeting adjourned at 4:30 PM J. Quinlan – Recorder