

MINUTES
Waukesha Public Library Board
Human Resources Committee Meeting
Thursday, October 8, 2020 4:15 P.M.
Library Board Room

DRAFT

Trustees Present: M. Baxter, A. Riebel, and M. Ryan
Trustees Absent: K. Guilfooy
Others Present: Library Director B. Gay, Assistant Director J. Klima, and Special Projects Coordinator J. Quinlan

1. Call to Order

Trustee Riebel convened the meeting at 4:20 p.m.

2. Approval of Minutes for February 13, 2020

Trustee Baxter moved to approve the minutes of February 13, 2020 as presented.

Trustee Ryan seconded; motion carried unanimously.

3. New Business

a. Discussion/recommendation regarding library human Policy B-5, Personnel Transaction Notice - Abolished

Director Gay explained that the Library is modeling all changes to the policies after the City. The City has made the decision to abolish Policy B-5, Personnel Transaction Notice, finding that having a policy based on a form is not necessary. They will continue to use the form to track changes in personnel. **Trustee Riebel moved to recommend approval of abolishing library human resources Policy B-5, Personnel Transaction Notice. Trustee Baxter seconded; motion carried unanimously.**

b. Discussion/recommendation regarding library human resources Policy B-10, Employment of Relatives (Nepotism)

Director Gay explained that the City Attorney has rewritten this policy, which the Library Board had approved in late 2019. The policy retains the mandate that no person shall be employed in the Library where a relative of that person is in the supervisory chain above that employee. The only changes highlight the Library Director and Library Board's authority administering the policy. **Trustee Baxter moved to recommend approval library human resources Policy B-10, Employment of Relatives (Nepotism) as presented. Trustee Riebel seconded; motion carried unanimously.**

c. Discussion/recommendation regarding library human resources Policy B-16, Library Staffing Resolution – Abolished

Director Gay explained that the City is also abolishing this policy as it relates to a form. The Library will continue to track the number of full-time equivalent employees it has, just not as part of a policy. **Trustee Baxter moved to recommend abolishing library human resources Policy B-16, Library Staffing Resolution. Trustee Riebel seconded; motion carried unanimously.**

d. Discussion/recommendation regarding library human resources Policy C-1, Holidays 2021-2022

Director Gay said that the holiday policy is reviewed every other year and it summarizes the days the library building will be closed. **Trustee Baxter moved to recommend approval library human resources Policy C-1, Holidays 2021-2022 as presented. Trustee Ryan seconded; motion carried unanimously.**

4.

e. Discussion/recommendation regarding library human resources Policy C-3, Leaves of Absence

Director Gay said that there are a few minor changes per the City to this policy. The main modification addresses leniency in when funeral leave may be taken, which was driven by pandemic-related issues. **Trustee Baxter moved to recommend approval library human resources Policy C-3, Leaves of Absence as presented. Trustee Ryan seconded; motion carried unanimously.**

f. Discussion/recommendation regarding library human resources Policy G-3, Corrective and Disciplinary Action

Director Gay explained that this is a new policy. The City has not had anything in place to address disciplinary issues since the union was dissolved. These types of incidents were previously covered under the union contracts. This policy covers the steps and process for dealing with employee issues. The Library is fortunate to have had very few personnel difficulties, but it has instituted several performance improvement plans. The policy includes language outlining that the Library Director and the Library Human Resources Committee have the final say in any disciplinary action. **Trustee Baxter moved to recommend approval library human resources Policy G-3, Corrective and Disciplinary Action as presented. Trustee Ryan seconded; motion carried unanimously.**

5. Adjournment

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