

MINUTES
Waukesha Public Library Board
Human Resources Committee Meeting
Thursday, December 10, 2020 4:00 P.M.
Library Board Room
Virtual Meeting Conducted via Zoom

DRAFT

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

Trustees Absent:

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 4:06 p.m.

2. Approval of Minutes for October 8, 2020

Trustee Ryan moved to approve the minutes of October 8, 2020 as presented. Trustee Guilfooy seconded; motion carried unanimously.

3. New Business

a. Discussion/recommendation regarding the Building Maintenance Coordinator job description

Director Gay explained that the Library is in the process of reviewing and updating all job descriptions to align with the new organizational structure. Some job descriptions have only minor changes reflecting the reporting structure while others, being new positions, have significant modifications made to them. All the job descriptions have consistent language aligning to the Library's vision, mission, service values and goals. In addition, all job descriptions include a uniform statement outlining expectations for employees to ensure the success of all services that we provide to our patrons. Director Gay confirmed that this position is held by Matt Messerschmidt and is not Jim LaPaz's. There were only a few modifications made to this job description. **Trustee Riebel moved to recommend approval of the Building Maintenance Coordinator job description as presented. Trustee Guilfooy seconded; motion carried unanimously.**

b. Discussion/recommendation regarding the Community Engagement Services Manager job description

Director Gay stated that the Community Engagement Services unit is newly created and that Kerry Pinkner, the current Children's Services Manager will oversee the unit. The department will focus on programming for all ages as well as outreach efforts to reach beyond the library's walls. He is recommending that the reference to 'those who are home schooled' be removed as it falls under the umbrella of educational organizations. Trustee Ryan asked if there would still be a Children's Department. Director Gay responded that the new department has a broader reach and will encompass children's, teen and adult program and outreach services. Trustee Guilfooy noted that this is a much bigger role and questioned if there would be a bump in pay. Director Gay said that a JAQ (job assessment questionnaire) needs to be completed and he will work with the City HR Department to evaluate what pay range the new positions fit into. Director Gay clarified that this unit will still oversee the children's programming, but not children's materials purchasing. Board President Riebel commented that the new departments have a more customer service focus. She cited that

the new Makerspace Coordinator falls under this new unit. Director Gay said that he believes that the Library can do a better job of reaching out to the community and connecting with other organizations; it's a different way of staying relevant in the community. Trustee Ryan said that this is a big change. Director Gay agreed that change is difficult; this won't be an easy process and it will take time to become more effective. (Trustee Baxter arrived at 4:18 pm) **Trustee Riebel moved to recommend approval of the Community Engagement Services Manager job description as amended. Trustee Guilfoxy seconded; motion carried unanimously.**

c. Discussion/recommendation regarding the Finance Analyst job description

Director Gay explained that there were only minor changes to this job description. Cindy Braun currently holds this position. **Trustee Baxter moved to recommend approval of the Finance Analyst job description as presented. Trustee Ryan seconded; motion carried unanimously.**

d. Discussion/recommendation regarding the Head of Operations job description

Director Gay said that there are only minor changes to this job description. This is Jim LaPaz's current position. The NeoGov component was added to all the managerial job descriptions, outlining their responsibility in managing and evaluating employees. **Trustee Baxter moved to recommend approval of the Head of Operations job description as presented. Trustee Ryan seconded; motion carried unanimously.**

e. Discussion/recommendation regarding the Makerspace Coordinator job description

Director Gay explained that this is a brand-new position that will be filled by Amy Welch, the former Information Services Manager. This position fits with the first-floor redesign and the creation of a makerspace. The only change that he is recommending is to add the word 'request' to the sentence regarding developing the budget. This position will also be responsible for desk staff cross training and coordinating the desk schedules to ensure that there is adequate coverage. Director Gay confirmed that while this is a new position, the Library will not be hiring any additional staff. Trustee Ryan asked if Ms. Welch would still have a Librarian role. Director Gay responded that she would still be classified as a Librarian, but not in a management role. The Community Engagement Services Manager would oversee the functions of this job. **Trustee Ryan moved to recommend approval of the Makerspace Coordinator job description as amended. Trustee Guilfoxy seconded; motion carried unanimously.**

f. Discussion/recommendation regarding Marketing and Communications Manager job description

Director Gay explained that the strategic plan identified a need for promoting the library and its services. Having a department dedicated to marketing and having a consistent voice is important. The person in this position will be Kori Hall. She will be responsible for all library marketing and communications efforts, including the website, social media, posters, etc. Trustee Baxter agreed that having one voice and one tone is a good move. **Trustee Guilfoxy moved to recommend approval of the Marketing and Communications Manager job description as presented. Trustee Baxter seconded; motion carried unanimously.**

g. Discussion/recommendation regarding the Materials Collection Services Manager job description

Director Gay said that this unit will combine the functions of Technical Services with the selection and management of the Library's entire materials collection. This is also an increased role Carolyn Peil and all decisions and work on the library collection will be overseen by her, leading to increased efficiency. **Trustee Baxter moved to recommend**

approval of the Materials Collection Services Manager job description as presented. Trustee Riebel seconded; motion carried unanimously.

h. Discussion/recommendation regarding the Public Services Manager job description

Director Gay explained that this position is an expanded role for Therese Lyons, the current Circulation Supervisor. This unit will be responsible for circulation functions as well as working with the public at all customer service desks. After the renovation is completed, there will be a combined first-floor service desk and one in the Children's area on the second floor. This manager will provide customer service training as the Library moving towards a consistent customer service philosophy. **Trustee Baxter moved to recommend approval of the Public Services Manager job description as presented. Trustee Ryan seconded; motion carried unanimously.**

i. Discussion/recommendation regarding the Special Projects Coordinator job description

Director Gay said that this position is currently held by Joan Quinlan. The job description was updated with minor changes. Joan will work with the EDI (Equity, Diversity and Inclusion) Committee on staff training efforts. **Trustee Baxter moved to recommend approval of the Special Projects Coordinator as presented. Trustee Ryan seconded; motion carried unanimously.**

j. Discussion/recommendation regarding the Technology Manager job description

Director Gay explained that John Klima will take over as the Technology Manager. This shift, also identified as part of the strategic plan, is necessary with the renovation and growth as technology needs change. This adjustment will ensure the staff and public has access to consistently working equipment and the training to use it. An additional employee has been added to this department. **Trustee Guilfooy moved to recommend approval of the Technology Manager job description as presented. Trustee Baxter seconded; motion carried unanimously.**

k. Discussion/recommendation regarding process and timeline for the Library Director evaluation

Director Gay said that the Committee received an updated evaluation form that included his 2020 goals. As in the past, the form will be available through Survey Monkey. After the evaluation survey is completed, the HR Committee will review the submissions at their January meeting and make a recommendation to the full Library Board at the February meeting. **Trustee Riebel moved to recommend the process and timeline for the Library Director evaluation as discussed. Trustee Baxter seconded; motion carried unanimously.**

5. Adjournment

Absent any objections, the meeting adjourned at 4:37 PM J. Quinlan – Recorder