

MINUTES
Waukesha Public Library Board
Human Resources Committee Meeting
Thursday, January 14, 2021 4:00 P.M.
Library Board Room
Virtual Meeting Conducted via Zoom

DRAFT

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

Trustees Absent:

Others Present: Library Director B. Gay 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 December 10, 2020

Trustee Guilfoy moved to approve the minutes of December 10, 2020 as presented. Trustee Ryan seconded; motion carried unanimously.

3. New Business

a. Discussion/recommendation regarding the following job description: Custodian

Director Gay explained that the Library is in the process of reviewing and updating all job descriptions to align with the new organizational structure. All job descriptions include a uniform statement outlining expectations for employees to ensure the success of all services that we provide to our patrons. The changes also reflect the reporting structure for many of these positions and include the addition of listening skills. Gay confirmed that this Custodian position reports to Head of Operations Jim LaPaz. There were only a few minor changes made to this job description. **Trustee Baxter moved to recommend approval of the Custodian job description as presented. Trustee Guilfoy seconded; motion carried unanimously.**

b. Discussion/recommendation regarding the following job description: Information Technology Technician II

Gay stated that the only change to the Information Technology Technician II job description was the title of who this person reports to, otherwise the job responsibilities were identical. He confirmed that John Klima is now the Technology Manager. **Trustee Baxter moved to recommend approval of the Information Technology Technician II job description as presented. Trustee Ryan seconded; motion carried unanimously.**

c. Discussion/recommendation regarding the following job description: Librarian I

Gay explained that this job description encompasses all employees with the title of Librarian I, with their job responsibilities separated by department. Librarians will be working under three different departments: Community Engagement & Outreach, Materials Collection Services, and Public Services. All Librarians will be responsible for working service desk hours and assisting library patrons in the Public Services department. In the Materials Collection department, Librarians are responsible for the collection development in an assigned area, including weeding and assessing the collection as well as cataloging materials. In the Community Engagement department, Librarians will plan and conduct in-house and outreach programs. The Library will have a unified effort in cultivating new partnerships. Language was added that Team Leads may have responsibility with training and overseeing the work of

other employees in the departments. **Trustee Ryan moved to recommend approval of the Librarian I job description as presented. Trustee Guilfooy seconded; motion carried unanimously.**

d. Discussion/recommendation regarding the following job description: Library Assistant

Gay said that there are only minor changes to this job description. Library Assistants in Public Services are the face of the Library, greeting patrons and checking out library materials, processing new cards and payments for fees. Library Assistants in the Materials Collection Services department work on processing and maintaining the collections. This also includes Interlibrary Loan requests. This job requires a high level of detail work. **Trustee Baxter moved to recommend approval of the Library Assistant job description as presented. Trustee Ryan seconded; motion carried unanimously.**

e. Discussion/recommendation regarding the following job description: Library Associate

Gay explained that Library Associates work in all library departments except Building Services. Based on the strategic plan, a part-time Library Associate was shifted to the Technology department as well as to the Marketing & Communications department. The position requires a degree, but not necessarily in Library Science. The job responsibilities are outlined for each department. **Trustee Riebel moved to recommend approval of the Library Associate job description as presented. Trustee Baxter seconded; motion carried unanimously.**

f. Discussion/recommendation regarding the following job description: Page/Shelver

Gay explained that the Page/Shelver is an entry level position within the library. They shelve books, assist with processing, assist with events and organization and clean computers. With the new organizational structure, ten hours of shelving time was shifted to Technology to ensure that all computers in the building are cleaned on a consistent basis. **Trustee Ryan moved to recommend approval of the Page/Shelver job description as presented. Trustee Baxter seconded; motion carried unanimously.**

g. Trustee Guilfooy 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 performance evaluation responses for Library Director's annual evaluation, including the Library Director's 2021 SMART goals. Trustee Baxter seconded; motion carried with a unanimous roll call vote. (4:23 PM) (Library Director Gay and Special Projects Coordinator Quinlan left)

h. Trustee Baxter moved to reconvene in open session to consider possible action on matters discussed in closed session. Trustee Ryan seconded; motion carried unanimously. (5:01 PM) (Library Director Gay and Special Projects Coordinator Quinlan returned). No action was taken.

5. Adjournment

Absent any objections, the meeting adjourned at 5:02 PM J. Quinlan – Recorder