



City of Waukesha

321 WISCONSIN AVENUE
WAUKESHA, WISCONSIN
53186-4786
TELEPHONE
262/524-3680 FAX
262/524-3677

Meeting Minutes - Final

Library Human Resources Committee

Thursday, March 8, 2018

4:15 PM

Library Board Room

1. Call to Order

Others Present: Trustee P. Kasprovicz, Library Director B. Gay, Trustee C. Deatrick, Trustee C. Lombardi, Assistant Director J. Klima, Children's Manager K. Pinkner and Special Projects Coordinator J. Quinlan

Present 3 - Riebel, Ryan, and Ammerman

Absent 3 - Sura, Kevin Guilfooy, and Baxter

2. Approval of meeting Minutes

A. [ID#18-0346](#) Approval of the minutes for November 9, 2017

Trustee Ryan moved to approve the minutes of November 9. Trustee Kasprovicz seconded, motion carried unanimously.

3. New Business

A. [ID#18-0347](#) Discussion/recommendation regarding job description for Librarian I - Community Library Liaison

Library Director Gay explained that the job description for the Librarian I – Community Library Liaison is the shared position with the School District of Waukesha that was conceptually approved last year. The Waukesha School District would pay for the salary and the Library would be responsible for the benefit package, including health, life and dental insurance as well as retirement. Children’s Manager Pinkner explained that this is a way for the school district and library to share resources, save costs, target the underserved population and provide digital library cards which would be linked to a student’s ID card. The individual in this position would be working half-time in both the Library and the schools. She added that this is a wonderful opportunity to grow and enhance programs at both entities. The Library and school librarians are excited about the many possibilities on how this position could impact the community. It is a three-year commitment. Library Director Gay added that once hired, he envisions that this person would be a go-getter who would have the opportunity define their own job. Trustee Deatrick inquired about the educational requirement. Manager Pinkner replied that the position would require a Master’s Degree in Information and Library Science. She said that the goal is to find an individual who has experience in both public libraries and the schools. Interviews will be held at the Library with input from two representatives from the School District. Library Director Gay said that this person would be an employee of the City of Waukesha-Library and that the salary in the contract has been pro-rated from May to December to reflect when this individual will begin employment. The annual benefit package that the Library would be responsible for is \$28,430.

Trustee Lombardi expressed her concern with Trustee Riebel voting because she works for the School District of Waukesha and is the School Superintendent’s representative for the Library Board.

Trustee Kasprovicz moved to recommend approval of the Librarian I – Community Library Liaison job description as presented. Trustee Ryan seconded. The motion carried 3-1, with Trustee Riebel abstaining.

B. [ID#18-0348](#) Discussion/recommendation regarding 2018-2021 Agreement for Community Liaison with School District of Waukesha

Library Director Gay reported that the 2018-2021 agreement with the School District of Waukesha for the Community Library Liaison position was vetted by the City Attorney and is based on the Library’s contract for consulting services with the Bridges Library System.

Trustee Kasprovicz moved to recommend approval of the 2018-2021 Agreement for the Community Library Liaison with the School District of Waukesha as presented. Trustee Ryan seconded, motion carried with a roll call vote of 3-1, with Trustee Riebel abstaining.

C. [ID#18-0349](#) Discussion/recommendation regarding Library Human Resources Policy B-16, Staffing Resolution

Library Director Gay explained that the updates to the staffing resolution reflect the current staffing levels and city-wide changes to the salary grades and titles.

Trustee Ryan moved to recommend approval of Library Human Resources Policy B-16, Staffing Resolution as presented. Trustee Ammerman seconded, motion carried unanimously.

4. Adjournment

Absent any objections, the meeting adjourned at 4:30 p.m.

NOTICE: A majority of Library Board members or Common Council members may be in attendance.

Library Board Members: Please notify the Library Office by 1:00 PM meeting day, if you are unable to attend this meeting.

NOTICE: Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible or that materials at the meeting be in an accessible format, please contact Joan Quinlan, 48 hours prior to the meeting at 262-524-3694.