



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, October 11, 2018

4:00 PM

Library Board Room

1. Call to Order

Others Present: Library Director B. Gay, Assistant Library Director J. Klima, Circulation Supervisor T. Lyons, and Special Projects Coordinator J. Quinlan

Other Committee members present: R.Sura

Other Committee members absent: S. Ammerman

Trustee Ryan convened the meeting at 4:00 p.m.

Present 3 - Ryan, Kevin Guilfooy, and Baxter

Absent 1 - Riebel

2. Approval of meeting Minutes

A. [ID#18-1503](#) Approval of the minutes for July 12, 2018

Trustee Sura moved to approve the minutes of July 12, 2018. Trustee Baxter seconded; motion carried unanimously.

3. New Business

A. [ID#18-1504](#) Discussion/recommendation regarding Library Human Resources Policy B-2, Recruitment, Application, and Selection of Applicants for Employment

Library Director Gay explained that the changes to the policy reflect changes made to the City policy. The updates outline that all applications are to be submitted online and removes references to paper applications. A new section regarding tests for employment is included, but he said that the Library administers a very limited number of tests, such as a Dewey decimal test for prospective Page/Shelvers. Per Chapter 43, the policy clarifies that the Library Director instead of the City Administrator is responsible for hiring decisions. The Library utilizes the services of the City Human Resources Department, but the Library follows its own hiring process.

Trustee Guilfooy moved to recommend approval of Policy B-2, Recruitment, Application, and Selection of Applicants for Employment as presented. Trustee Baxter seconded; motion carried unanimously.

- B. [ID#18-1505](#) Discussion/recommendation regarding Library Human Resources Policy C-1, Holidays 2019 and 2020

Library Director Gay explained that the holiday schedule and corresponding days off have been updated for the next two years.

Trustee Sura moved to recommend approval of Library Human Resources Policy C-1, Holidays 2019-2020. Trustee Baxter seconded; motion carried unanimously.

- C. [ID#18-1506](#) Discussion/recommendation regarding Library Human Resources Policy D-3, Employee Performance & Development Appraisal

Library Director Gay stated that there are significant changes to Library Human Resources Policy D-3, which mirror the changes made to the City's policy almost entirely. The updates are based on the new staff evaluation appraisal system. He explained that the performance feedback system requires every employee to develop SMART goals for the year: Full-time library employees will need to have 3 goals, Part-time 20-25 hour employees will have 2 goals, and the Part-time 10-hour employees will have 1 goal. Supervisors are to meet with their staff quarterly for check-ins. Director Gay will review all the annual evaluations for the Library and City Administrator Kevin Lahner will review the entire City staff. Trustee Guilfoxy questioned what a quarterly check-in with the 10-hour Page/Shelvers would look like. Circulation Supervisor Lyons said she suggested several goals to them such as checking their e-mails weekly.

Library Director Gay said that there are three salary segments in the updated policy: Entry, Standard and Advanced. Every position is slotted into a salary grade with a pay range. Per the policy, all employees start at the minimum of the salary range. Post Act 10, this program replaces the automatic union step increases. There are also three types of evaluations: initial, regular and annual. Director Gay explained that there are four components to the performance pay: the three-year adjustment program for new hires and newly promoted employees, the annual market adjustment program, which is the old cost of living program, the merit-based adjustment program and the bonus pay adjustment program. New employees and those who are promoted will be in a three-year performance adjustment program before moving into the merit-based system. He noted the City is projecting a 2.25% annual market adjustment for all employees in 2019. In 2019, the system will work on a pass/fail system. The performance check-ins will begin in January and evaluations should be completed in the fall of 2019. Director Gay said that his biggest concern will be the impact on the Library's 2020 budget regarding merit-based increases and bonuses. Trustee Baxter inquired if this was driven by the new performance evaluation system. Director Gay replied that yes, the new system standardizes evaluations across all City departments. Trustee Ryan asked if new hires and newly promoted will receive up to a 2% increase in addition to the annual market increase. Director Gay explained that yes, they would be eligible to receive both.

Trustee Sura moved to recommend approval of Policy D-3, Employee Performance & Development Appraisal as presented. Trustee Guilfoxy seconded; motion carried unanimously.

- D. [ID#18-1507](#) Discussion/recommendation regarding Library Human Resources Policy F-2, Salary Plan and Administration
- Library Director Gay explained that the changes to Policy F-2, Salary Plan Administration clarifies the pay ranges which follows the City policy. The appendix for non-represented staff was removed as the policy applies to all employees.*
- Trustee Baxter moved to recommend approval of Library Human Resources Policy F-2, Salary Plan and Administration as presented. Trustee Guilfooy seconded; motion carried unanimously.**
- E. [ID#18-1508](#) Discussion/recommendation regarding Library Human Resources Policy F-3, Job Evaluation Plan
- Library Director Gay said that Policy F-3 defines what pay grade a job classification falls under. Technology was added as an evaluating element in factoring job classifications. The City did away with the weighted numbers in order to make the system fairer. Jobs may be re-evaluated when considering pay grade increases. The old forms were removed from the policy. Trustee Sura asked how jobs are factored if there is no means to measure in the policy. Trustee Baxter thought that by not weighting the factors, it gives the Library more flexibility with market conditions.*
- Trustee Sura moved to recommend approval of Library Human Resources Policy F-3, Job Evaluation Plan as presented. Trustee Guilfooy seconded; motion carried unanimously.**
- F. [ID#18-1509](#) A motion may be made 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 review the Library Director's recommendations regarding the employee compensation process.
- Trustee Baxter 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 to review the Library Director's recommendations regarding the employee compensation process. Trustee Guilfooy seconded; motion carried with a unanimous roll call vote. (J. Klima & T. Lyons left 4:26 p.m.)**
- Trustee also voting aye: Sura**
Trustee also absent: Ammerman
- Aye:** 3 - Ryan, Kevin Guilfooy and Baxter
- Absent:** 1 - Riebel

- G. [ID#18-1510](#) Following closed session, a motion will be made to reconvene in open session to consider possible action on matters discussed in closed session.
- Trustee Guilfooy moved to reconvene in open session. Trustee Baxter seconded; motion carried with a unanimous roll call vote. (4:44 p.m.)
- Trustee also voting aye: Sura
Trustee also absent: Ammerman
- Aye: 3 - Ryan, Kevin Guilfooy and Baxter
- Absent: 1 - Riebel
- H. [ID#18-1511](#) Discussion/recommendation regarding items discussed in closed session.
- Trustee Ryan moved to recommend adjusting the Library's 2019 operating budget as recommended by Library Administration in order to reflect personnel cost changes necessitated by the full implementation of Library Human Resources Policy D-3, including any related budget implications, in order to bring Library practices more closely in line with overall City policies. Trustee Baxter seconded; motion carried unanimously.

4. Adjournment

Absent any objections, the meeting adjourned at 4:45 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.