



MEAD PUBLIC LIBRARY HR COMMITTEE MEETING

September 16, 2025 at 5:00 p.m.

Mead Public Library, PCR2, 710 N 8th Street

HR Committee members present: Kathie Norman (acting chair), Andre Walton, Meg Albrinck (online)

Other Board of Trustees members: Maeve Quinn and Jeanne Pfeiffer (online)

City staff: Garrett Erickson

1. Call to Order and Determination of Quorum

Norman called the meeting to order at 5:16 p.m. and determined that there was a quorum.

2. Approval of Minutes

Albrinck moved to approve the August 4, 2025, minutes. Norman seconded. Motion passed.

3. Personnel Updates

Erickson announced that Deputy Director Melissa Prentice has accepted a position with the Milwaukee Public Library. Her last day will be October 3.

4. Job Descriptions

The committee members agreed that the current Deputy Director job description was still appropriate, as it had been updated recently. The committee members will recommend to the full board that no changes be made at this time.

5. Table of Organizations – Erickson

Erickson discussed some ideas to change the table of organization in order to expand the management level, which he stated was too thin. The committee agreed with the premise, but would prefer that the next deputy director be in place before making any changes to the table of organization.

6. Motion to Adjourn

Meeting adjourned at 5:45 p.m.

7. Next Meeting Date

Will meet again as needed.