

CITY OF SHEBOYGAN
MEAD PUBLIC LIBRARY
HUMAN RESOURCES COMMITTEE MINUTES

Monday, November 13, 2023

A meeting of the Mead Public Library (MPL) Human Resources Committee was held on Monday, November 13, 2023. Present committee members: Andre Walton (Chair), Meg Albrinck (virtual), and Kathie Norman. Others present: Barbara Alvarez and Maeve Quinn. Staff present: Garrett Erickson.

1. OPENING OF MEETING

1.1. Call to Order

Walton called the meeting to order at 2:10 p.m. and determined there was a quorum.

1.2. Minutes

Norman made a motion to approve the June 27, 2023 minutes. Albrinck seconded.
Motion passed.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

2.1. 2024 Budget

Erickson updated the committee on the final budget passed by the Common Council on November 6th. Most of the library staff will get a 2.75% cost of living allowance increase and a step increase (for those who are eligible). However, for staff in the roles of cleaners or pages, they will not see a cost of living allowance or step increase increase this year, due to the way the city resolution was written. Erickson spoke to Library Trustee/Alder Liaison Angela Ramey about the discord this had caused among the library staff. Ramey stated her interest in addressing the issue at the council level in the future. However, she was unsure if or when the issue would be discussed again.

2.2. Job Descriptions

Erickson stated that Administrative Services Manager Debbie DeAmico had given her notice to retire at the end of 2023 after 10 years of service to the Mead Public Library and the City of Sheboygan. Erickson requested the committee review the position description so he could quickly start the recruitment process for a successor. The committee's agreed upon updates were: 1) Changing the position title to Finance Manager, 2) Minimizing references to Human Resource-related tasks, since the City of Sheboygan now has a strong Human Resources team in place and 3) Changing the

educational requirement from a 2-year degree in accounting or related field, to a 4-year degree in accounting or related field.

Norman made a motion to recommend the previously listed changes to the library board for their approval at their next scheduled meeting. Albrinck seconded. Motion passed.

2.3. Library Director Evaluation

The committee members discussed their responsibility in evaluating the library director as defined in Wisconsin State Statute 43.58(4). In 2022, it was decided to abridge the annual library director review process, since Erickson has been in his present role for over 10 years. At the January trustee meeting, the board will meet with Erickson in closed session to fulfill this duty.

3. **Future Agenda Items**

3.1. Aligning job titles and descriptions with Department of Public Instruction study recommendations

4. **Future Meetings**

4.1. To be scheduled as needed.

5. **ADJOURN**

5.1. Walton adjourned the meeting at 2:50 p.m.