



MEAD PUBLIC LIBRARY HR COMMITTEE MEETING

August 11, 2026, at 2:00 p.m.

Mead Public Library, Loft, 710 N 8th Street

HR Committee: Susan Kuck (chair), Kathie Norman, and Kathi McNellis

Board of Trustees: Kurt Jensen, and Maeve Quinn

City staff: Garrett Erickson, and Pattie Pilz

1. Call to Order and Determination of Quorum

Kuck called the meeting to order at 2:00 p.m. and determined that there was a quorum.

2. Approval of Minutes

Norman moved to approve minutes from the October 29, 2025, meeting. McNellis seconded. Motion passed.

3. Job Descriptions – Erickson

a. Draft job descriptions were reviewed

i. Library Assistant/Security Monitor

1. Full-time position
2. Merging part-time Library Assistant and part-time Security Monitor
3. Eligible for benefits
4. Will use Contracted Services funds in 2027 to pay for this position
5. City needs to approve pay level

ii. Clerk Lead

1. City Administrator approved new position
2. Position assists Circulation Supervisor with non-supervisory tasks
3. Backs up Circulation Supervisor as needed
4. Two current part-time positions will be combined to one full-time position
5. Will ask City to fund benefits portion for this position

iii. Youth Services Manager

1. Position proposed start of January 2027
2. Salary grade 15
3. Funded by City
4. Position will collaborate with local schools

iv. Library Assistant/Tech Services

1. Splits position between Tech Services and Public Services

b. Norman moved to recommend the Board of Trustees approve the Library Assistant/Security Monitor, Clerk Lead, Youth Services Manager, and Library Assistant/Tech Services positions, with amendments. McNellis seconded the motion. Motion passed.

4. Table of Organizations – Erickson

- a. Current table of organization and two drafts were presented
 - i. July 2026 – current
 - ii. August 2026 - proposed
 - iii. January 2027 - proposed
- b. Quinn asked that 1) *Citizens of the City of Sheboygan*, and 2) *Mayor and Common Council* be removed from all three tables of organizations
- c. Norman moved to recommend the Board of Trustees approve all presented tables of organization, with amendments. McNellis seconded. Motion passed.

5. Meeting adjourned at 3:12 p.m.

Next Meeting Date - Will meet again as needed.