



MEAD PUBLIC LIBRARY HUMAN RESOURCES COMMITTEE AGENDA

March 04, 2025 at 5:30 PM

Mead Public Library, Third Floor Loft, 710 N 8th Street

Notice of the Mead Public Library Board of Trustees HR Committee Meeting at 5:30 p.m., Tuesday, March 4, 2025, at Mead Public Library Loft (third floor) 710 N 8th Street, Sheboygan WI.

Meetings are held at the Mead Public Library, 710 N 8th Street, Sheboygan, WI. Individual Library Trustees may attend the Human Resources Committee meeting below. It is possible that the resultant attendance may constitute a quorum, or a reverse quorum of the Library Board pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis.2d 553, 494 N.W. 2d 408 (1993).

Persons with disabilities who need accommodations to attend this meeting should contact Pattie Pilz at the Mead Public Library, (920) 459-3400 extension 2039 as soon as possible. Persons other than commission, committee, and board members who wish to participate remotely shall provide notice to Pattie Pilz at the Mead Public Library at 920-459-3400 extension 2039 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

OPENING OF MEETING

1. Call to Order and Determination of Quorum
2. Approval of Minutes - October 30, 2024

CLOSED SESSION

3. Motion to convene in closed session under the exemption provided in Wis.Stat.s.19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to wit, Mead Public Library personnel.

RECONVENE IN OPEN SESSION

4. Possible Action on Item(s) Discussed in Closed Session

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

5. Possible Changes to the Library Table of Organization

ADJOURN

6. Motion to Adjourn

UPCOMING MEETINGS

7. Next Meeting Date of the FULL Board of Trustees:
March 19, 2025

5:00 p.m.

Public Conference Room #2 (second floor)

In compliance with Wisconsin's Open Meetings Law, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:

*City Hall • Mead Public Library
Sheboygan County Administration Building • City's website*



MEAD PUBLIC LIBRARY HUMAN RESOURCES COMMITTEE MINUTES

October 30, 2024 at 1:00 PM

Second Floor Conference Room, 710 N 8th Street

A meeting of the Mead Public Library (MPL) Human Resources Committee was held on Wednesday, October 30, 2024. Present committee members: Andre Walton (Chair), Meg Albrinck (virtual), and Kathie Norman (virtual). Others present: Maeve Quinn. Staff present: Garrett Erickson and Pattie Pilz

OPENING OF MEETING

1. Call to Order and Determination of Quorum
Walton called the meeting to order at 1:03 p.m. and determined a quorum.
2. Approval of Minutes
Albrinck motioned to approve the minutes from September 5, 2024. Walton seconded. Motion passed.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3. Library Director Evaluation Process
The committee reviewed three pillars of Mead's Strategic Plan (Lifelong Education, Community Hub, and Leadership), and the Planner App goals suggested by Casey Bradley, City Administrator.

Quinn recalled that once every three years, a more in-depth evaluation is conducted which includes managers, and presidents from the Foundation and Friends. The more in-depth evaluation is scheduled for 2025. On "off years" a simplified evaluation is conducted.

Walton added that we can send out a survey as in years past to flush out some library-specific benchmarks. Albrinck offered to create a Google Form evaluation survey which Walton will review. Walton to send to Pilz after it is approved. Pilz will email the survey to Board of Trustees members. Survey results will be sent to Walton who will compile replies into one comprehensive document.

UPCOMING MEETINGS

4. Next Meeting Date
As Needed.

ADJOURN

5. Motion to Adjourn
Albrinck motioned to adjourned the meeting. Norman seconded. Meeting was adjourned at 1:54 p.m.