



MEAD PUBLIC LIBRARY HUMAN RESOURCES COMMITTEE AGENDA

November 13, 2023 at 2:00 PM

Mead Public Library, The Loft, 710 N 8th Street

Notice of the Mead Public Library Board of Trustees HR Committee Meeting at 2:00 PM, Monday, November 13, 2023, at Mead Public Library's Loft, 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 Garrett Erickson at the Mead Public Library, (920) 459-3400 extension 2041 as soon as possible. Persons other than commission, committee, and board members who wish to participate remotely shall provide notice to Garrett Erickson at the Mead Public Library at 920-459-3400 extension 2041 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 - June 27, 2023

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- [3.](#) 2024 Budget
- [4.](#) Job Descriptions
- [5.](#) Library Director Evaluation

UPCOMING MEETINGS

6. Future Agenda Items
7. Next Meeting Date: As Needed

ADJOURN

8. Motion to Adjourn

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*

CITY OF SHEBOYGAN
MEAD PUBLIC LIBRARY
HUMAN RESOURCES COMMITTEE MINUTES

Tuesday, June 27, 2023

A meeting of the Mead Public Library (MPL) Human Resources Committee was held on Tuesday, June 27, 2023. Present committee members: Andre Walton (Chair), Meg Albrinck (virtual), and Kathie Norman. Others present: Barbara Alvarez and Maeve Quinn. Staff present: Debbie DeAmico, Garrett Erickson, Cheryl Nessman, Melissa Prentice, and Pattie Pilz.

1. OPENING OF MEETING

1.1. Call to Order

Walton called the meeting to order at 2:17 p.m. and determined there was a quorum.

1.2. Minutes

Norman made a motion to approve the November 16, 2022 minutes. Albrinck seconded. Motion passed.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

2.1. Library Security Issues

The committee discussed strategies to ensure the library remains a safe place to visit.

The group discussed whether hiring enforcement type roles or social workers is within the scope of the library's mission when dealing with larger community issues. However, by not giving help to the staff doing traditional library work, the staff will continue to experience burnout.

Erickson asked if staff would be willing to work more hours at the desk in order to divert staffing money to additional security positions. The discussion will continue at upcoming meetings.

2.2. Table of Organization

Due to two openings, Erickson proposed moving staffing monies from some roles to others that had more pressing needs such as additional library assistants, pages and an additional cleaner. Norman made a motion to pass the Table of Organization. Albrinck seconded. Motion passed.

2.3. Job Descriptions

Library Assistant position description was updated to reflect current essential

responsibilities and technical duties. Norman moved to approve Library Assistant position description as presented - other than the strong smell section. Albrinck seconded. Motion passed.

3. UPCOMING MEETINGS

3.1. Future Agenda Items

3.1.1. Security/Social Worker

3.1.2. Security Issues

3.2. Future Meeting

To be scheduled as needed.

4. ADJOURN

4.1. Albrinck moved to adjourn the meeting. Norman seconded the motion. The motion passed. Meeting adjourned at 3:30 p.m.

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:

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Sheboygan County Administration Building • City's website*

Administrative Services Manager

Item 4.

Direct Supervisor: Library Director
Department: Mead Public Library
Version Date: October 20, 2020
Salary Grade: 15
FLSA Status: Exempt



Position Summary:

The primary purpose of the position is to work with the library director in budgetary and financial matters. The position also assists in developing strategy, updating policy, improving internal processes and efficiency, and performing general human resource tasks.

Essential Responsibilities:

1. Works closely with director and management team to improve the overall management, efficiency, effectiveness and value of all library resources and services
2. Closely works with the director in the preparation and monitoring of the budget; prepares budgetary and analytical studies and reports; prepares monthly and fiscal year-end financial statements; verifies fund balances; assists works with city finance department in preparing Mead Public Library (MPL) for the library portion of the outside audit, and coordinating and completes the MPL annual and special audits state library reports. Closely works in the identification of Capital Projects and the preparation of Capital Improvement process requests, and documents, executes project from start of project to completion of project and payment schedules of project contractor's payments for both city funded Capital Improvement projects and donor funded projects
3. Processes all library accounting including accounts payable, bank deposits, and maintains accurate records and control reports
4. Assists city officials with accounts payable vendor files
5. Counts and records daily cash receipts that include cash revenues, private gifts and bequests, and their reconciliation. Administrative Services Manager is the first contact with Donors from the initial ask to the final gift given. Monitors and tracks all expenditures to maintain spending within the gift amount, and compliance on restricted gifts.
6. Assist library staff in using the city payroll system, library and city staff handbooks and library and city policies
7. Works with the Library Administration and City Finance Department in preparing for financial audits
8. Works with the director in the development and administration of library policies, plans, human resources, insurance systems, safety and security
9. Gathers data and monitors progress and trends related to organizational strategic measures and indicators
10. Measures, monitors, and improves organizational processes and work routines to improve customer satisfaction and loyalty
11. Works on various Library and City of Sheboygan committees or teams to solve problems and facilitate communication across the organization as assign by the Library Director
12. Makes library purchases
13. Maintains positive relationships with municipal officers and various other community stakeholders
14. May attend local and state-wide related conferences, workshops and trainings
15. Participates in outside organizations, i.e. Wisconsin Municipal Treasures Association, CVMIC
16. Attends the City Council, Committee of the Whole, and City Finance meetings

Administrative Services Manager

Item 4.

17. Performs other related work and special projects as assigned by the Director
18. Handles emergency situations in the absence of the Director and works with appropriate parties to resolve situations
19. Is the Treasurer liaison for the Mead Public Library Foundation, Inc, and Friends of Mead Public Library

Education & Experience:

Associates degree in accounting required, Bachelor's degree in accounting or finance preferred. 5 years of pertinent experience.

Qualifications & Skills:

1. Ability to understand financial, information technology and space resources
2. Ability and willingness to learn, adaptability to new technologies, flexibility when faced with changing situation, ability to work in an ambiguous environment
3. Ability to partner, work within teams, build alliances and relationships
4. Ability to analyze data and make decisions based on that data within an organizational framework
5. Ability to listen, choose an appropriate medium for a message, present information clearly and concisely, and give and receive feedback
6. Ability to analyze and evaluate information and situations, problem-solving, decision-making, and conceptualizing
7. Ability to develop and maintain constructive relationships with staff and public
8. Ability to demonstrate accountability, integrity, and a positive influence on others
9. The ability to communicate effectively ideas and information both in written and oral form
10. The ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the use of a calculator
11. Strong interpersonal, communication and organizational skills and a strong sense of responsibility and initiative. Work closely with the Supervisor and coworkers in performing a variety of tasks. Ability to work independently in a fast-paced environment with frequent interruptions. Ability to set priorities in order to meet assignment deadlines.

Post Job Offer Requirements:

Job offers for this position are contingent on the individual passing a pre-employment drug screen and background check.

Work Environment:

The work environment and physical demands characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

1. Sitting, standing, walking, climbing and stooping
2. Bending, twisting and reaching
3. Talking and hearing; use of the telephone
4. Far vision at 20 feet or further; near vision at 20 inches or less
5. Lifting and carrying: 50 pounds or less
6. Pushing and pulling: objects on wheels weighing 60-100 pounds

Administrative Services Manager

Item 4.

7. Handling: processing, picking up and shelving library materials
8. Fingering: typing, keyboarding, writing, filing, sorting, shelving and processing
9. Mobility: travel to meetings outside the library

Department Summary:

The Mead Public Library provides quality services, resources, and lifelong learning opportunities to meet the needs and interests of our diverse community. The function of the Mead Public Library is to serve our customers in a way that establishes a relationship of mutual gratitude – our gratitude for our customers' patronage, and our customers' gratitude for the quality and value they receive.

Acknowledgement:

The job description includes the essential responsibilities of the position and is not to be construed as all-inclusive. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific essential responsibilities does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

My signature below is both an acknowledgement of my understanding of the job description for this position, as well as my commitment to uphold and promote the mission, vision, and core values of the City of Sheboygan, and work to fulfill the six values of the City's Strategic Plan.

Employee Name: _____ Employee Number: _____

Employee Signature: _____ Date: _____

- (b) No compensation shall be paid to the members of a board under sub. (4) (a) to (bm) for Item 5. except as follows:
1. Members may be reimbursed for their actual and necessary expenses incurred in performing their duties if so authorized by the board.
 2. Members may receive per diem, mileage and other necessary expenses incurred in performing their duties if so authorized by the board and the county board.
- (c) A majority of the membership of a board under sub. (4) (a) to (bm) constitutes a quorum, but any such board may, by resolution, provide that 3 or more members constitute a quorum.
- (d) As soon as practicable after the first appointments, at a date and place fixed by the appointing officer, and annually thereafter within 30 days after the beginning of terms, the members of the board shall organize by the election, from among their number, of a president and such other officers as they deem necessary.
- (e) Section 43.52 (2) applies to consolidated county libraries and county library services.
- (f) A library organized under this section may participate in a public library system subject to s. 43.15.
- (6) GIFTS AND GRANTS. Any county may receive, by bequest or gift, property for the purpose of establishing a public library for the county and may enter into an agreement to maintain a public library in consideration thereof, and shall be bound to faithfully perform such agreement. In such case the library board appointed under sub. (4) or, in the absence of a library board, the county board may properly administer the same.

History: 1971 c. 152 s. 25; Stats. 1971 s. 43.57; 1981 c. 282 s. 47; 1985 a. 177 ss. 35 to 41, 51; 1989 a. 286; 1993 a. 241; 1995 a. 354; 2015 a. 306; 2021 a. 240 s. 30.

43.58 Powers and duties.

- (1) The library board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund, and of the purchase of a site and the erection of the library building whenever authorized. The library board also shall have exclusive charge, control and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to, or otherwise acquired or leased by, the municipality for library purposes.
- (2)
 - (a) The library board shall audit and approve all expenditures of the public library and forward the bills or vouchers covering the expenditures, setting forth the name of each claimant or payee, the amount of each expenditure, and the purpose for which it was expended, to the appropriate municipal or county financial officer or, in the case of a school district, the school district clerk. The library board shall include a statement, signed by the library board secretary or other designee of the library board, that the expenditure has been incurred and that the library board has audited and approved the expenditure. The appropriate municipal, county, or school district official shall then pay the bill as others are paid.
 - (b) Notwithstanding par. (a), regular wages or salary or other recurring payments, authorized by the library board and verified by the appropriate library official, may be paid by the appropriate municipal, county, or school district official by the date due or, in the case of salaries, by the regular pay day. The library board shall audit and approve any such payment at its next regular meeting.
- (3) Any person having a claim or demand against the municipality or county growing out of any act or omission of the library board shall file with the library board a written statement thereof. If the claim or demand or any part thereof is disallowed, the claimant may bring an action against the municipality or county.
- (4) Notwithstanding ss. 59.17 (2) (br) and 59.18 (2) (b), the library board shall supervise the administration of the public library and shall appoint a librarian, who shall appoint such other assistants and employees as the library board deems necessary, and prescribe their duties and compensation.
- (5) The library board may employ competent persons to deliver lectures upon scientific, literary, historical or educational subjects; and may cooperate with the University of Wisconsin System, technical colleges, district boards, the historical society, the department, cooperative educational service agencies, school boards and other educational institutions to secure such lectures or to foster and encourage by other means the wider use of books and other resource, reference and educational materials upon scientific, historical, economic, literary, educational and other useful subjects.
- (6)
 - (a) Within 60 days after the conclusion of the fiscal year of the municipality or county in which the public library is located, the library board, including a library board under s. 43.57 (4) (bm), shall

43.58(4)