



MEAD PUBLIC LIBRARY HUMAN RESOURCES COMMITTEE AGENDA

October 30, 2024 at 1:00 PM

Mead Public Library, Second Floor Conference Room, 710 N 8th Street

Notice of the Mead Public Library Board of Trustees HR Committee Meeting at 10:00 a.m. on Wednesday, October 30, 2024, at Mead Public Library, in the Second Floor Conference Room, 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 - September 5, 2024

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3. Library Director Evaluation Process

UPCOMING MEETINGS

4. Next Meeting Date: As Needed

ADJOURN

5. 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*



MEAD PUBLIC LIBRARY HR COMMITTEE MINUTES

September 5, 2024 at 2:00 PM

Mead Public Library, Rocca Room, 710 N 8th Street

Present committee members: Andre Walton (virtual), Meg Albrinck (virtual), and Kathie Norman
 Others present: Julia Hart, Jim Hollister, Jeanne Pfeiffer, Maeve Quinn, and Sherry Speth (virtual)
 City staff present: Dann Claudon, Garrett Erickson, Gregg Herr, Cheryl Nessman, Pattie Pilz, Melissa Prentice, and Mike Willmas

OPENING OF MEETING

1. Call to Order and Determination of Quorum
Walton called the meeting to order at 2:00 p.m. and determined a quorum.
2. Minutes
Hart made a motion to approve the July 12, 2024, minutes. Albrinck seconded. Motion passed.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3. Introductions
Meeting participants introduced themselves.
4. City Centralized Maintenance Team Formation. Erickson stated that the purpose of creating centralized facilities department was to let experts oversee the city buildings and allow the departments to focus on their own areas of expertise. Erickson introduced Mike Willmas, DPW Superintendent, to the group. Willmas described the sharing of maintenance staff amongst the departments as an effort to improve building support.

Willmas assured attendees that current Mead staff will remain based at Mead and will continue to be responsible for maintenance and cleaning needs. He is unsure how the program success will be evaluated. The finance department is working to consolidate pertinent budgets to the new department in 2025. New comprehensive facility assessments will be conducted to understand the condition of city buildings and help forecast future capital budgets. Willmas stated he didn't see dynamics changing much as Erickson will remain the director. Any personnel actions would involve both Willmas and Erickson.

Norman asked the city to formalize the proposed plan in writing. Albrinck commented that it is important to note that the board remains responsible for the building according to state statute 43, and to be true to the charges they have pledged to uphold. Norman confirmed that the City Council would need to approve this plan before the Board can approve the plan. Jeanne stated that having written documentation is very important as we cannot rely on personalities to hold a plan together. Willmas to work with Casey Bradley to get written documentation to present to the library board.

5. Job Description

The Communications Specialist job description was modified to align with the DPI study. The title was also changed to Marketing Specialist as this position markets Mead's services and

programs. Albrinck moved to approve the revised job description. Norman seconded. Motion passed.

Item 2.

UPCOMING MEETINGS

6. Next Meeting Date: We will meet as needed.

ADJOURN

7. Albrinck moved to adjourn the meeting at 3:28 p.m. Norman seconded. Motion passed.

- (b) No compensation shall be paid to the members of a board under sub. (4) (a) to (bm) for Item 3. 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)