



# MEAD PUBLIC LIBRARY HR COMMITTEE MEETING

July 12, 2024 at 9:00 AM

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

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Present committee members: Andre Walton (Chair), and Meg Albrinck (virtual). Others present: Maeve Quinn. City staff present: Garrett Erickson, Kelly Hendee (HR - virtual), and Pattie Pilz

## OPENING OF MEETING

1. Call to Order and Determination of Quorum  
Walton called the meeting to order at 1:02 p.m. and determined a quorum.
2. Minutes  
Albrinck made a motion to approve the February 14, 2024, minutes. Walton seconded. Motion passed.

## ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3. Job Descriptions  
Select job titles, pay grades, and some duties were modified in certain positions to realign the job titles with the 2023 Carlson-Dettmann Salary Study done at the state level by the Department of Public Instruction.
  - a. Page Position  
  
Albrinck made a motion to approve the recommendation to change the job title, and salary grade of the Pages. Walton seconded. Motion passed.
    - Renamed to Clerk Public Services
    - Salary grade bumped from 1 to 4
    - It will cost Mead \$31,000 to fund this increase in pay\*  
Currently, the City of Sheboygan Finance Department has assumed Mead's receipting and accounts payable duties with a Limited Term Employee (LTE). A resolution by Alderpersons Mitchell and Perrella recommends making the LTE position permanent within the Table of Organization of the City Finance Department.  
  
\* Remaining funds from the vacant Business Manager position will be used to offset all additional salary expenses.
  - b. Cleaner Position  
  
Albrinck made a motion to approve the recommendation to change the Cleaner's job title and salary grade. Walton seconded. Motion passed.
    - Renamed to Janitorial Cleaner
    - Salary grade bumped from 2 to 5
  - c. Maintenance Worker Position

Walton made a motion to approve the recommendation to change the Maintenance Worker's job title and salary grade. Albrinck seconded. Motion passed.

- Renamed to Building Maintenance Worker
- Salary grade bumped from 7 to 8

d. Public Services Manager Position

Walton made a motion to approve the recommendation to change the Public Services Manager's job title and job description. Albrinck seconded. Motion passed.

- Renamed to Deputy Director
- Job duties changed
- No change in salary grade

e. Library Page Position

This position will now become a seasonal position. It is not listed in our Table of Organization. Duties would be shelving books. There are no benefits associated with this position. Further discussion is warranted. A decision was tabled.

f. Library Security Monitor Position - Quinn made a motion to approve the Library Security Monitor Job Description draft. Albrinck seconded. Motion passed.

4. Table of Organization

Walton made a motion to approve the recommendations to the Table of Organization as outlined below. Albrinck seconded. Motion passed.

- Administrative Services Manager position will be eliminated
- Page position will be renamed to Clerk Public Services
- Cleaner position will be renamed to Janitor Cleaner
- Maintenance Worker position will be renamed to Building Maintenance Worker
- Public Services Manager position will be renamed to Deputy Director

#### **UPCOMING MEETINGS**

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

#### **ADJOURN**

7. Walton adjourned the meeting at 1:36 p.m.