



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.

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.