

MINUTES OF THE
MANITOWOC PUBLIC LIBRARY
PERSONNEL COMMITTEE
November 26, 2012

Trustee Holschbach **graciously accepted the Committee's nomination as Chairperson.**

The meeting of the Personnel Committee was called to order in the Board Room at Manitowoc Public Library by Chair Todd Holschbach at 4:38 p.m., Monday, November 26, 2012.

TRUSTEES PRESENT: Hennessey, Holschbach, Hunter, Stokes, and Vollendorf

TRUSTEES ABSENT: None

OTHERS PRESENT: Stewart and Davis

A motion was made by Holschbach, seconded by Vollendorf, move to adopt the revision in the Employee Policy Manual, section 14 **PAID TIME OFF BENEFITS** (first paragraph) to include; Paid time off benefits for all employees cannot be used until after an introductory period of 90 days. Accruals will begin with the first employment but the benefit cannot be used in the first 90 days. Motion carried.

A motion was made by Hunter, seconded by Holschbach, move we accept the revision in the Employee Policy Manual, section 14d **Vacation Schedules** to include, If employee fails to use accrued vacation within the year Managers/supervisors may schedule vacation for employees. Motion carried.

A motion was made by Holschbach, seconded by Vollendorf, to approve the revision in the Employee Policy Manual, section 14f **Sick Leave Accruals** to include Time converted from sick to float must be used 30 days prior to separation of employment. Motion carried.

A motion was made by Hennessey, seconded by Holschbach, to approve the amended section 14h **Bereavement Leave** in the Employee Policy Manual to include Funeral leave with pay includes the funeral of a step father, step mother and step children. Funeral leave with pay will only be granted for scheduled days of work. Motion carried.

A motion was made by Vollendorf, seconded by Hunter, to approve the modified **Vacation Benefits for Exempt Employees and Professional Librarians** in the Employee Policy Manual to include Employees (Salaried and Professional Librarians) who work (40) or more hours per two (2) week pay period shall be eligible for prorated vacation leave per the following timetable: 1st through 3rd year - 80 hours, 4th through 10th year - 120 hours, 11th thru 20th year - 160 hours, after 20 years - 200 hours. Motion carried.

A motion was made by Vollendorf, seconded by Hennessey, so move to approve as amended, the Job Descriptions for Coordinator of Materials and Assistant Coordinator of Materials. Motion carried.

CLOSED SESSION: A motion was made by Holschbach, seconded by Vollendorf, to enter into closed session as authorized by Wis. Stat. 19.85 (1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The specific subject matter

which will be considered in the closed session is the following:

a. **Discuss performance of staff in consideration of layoffs and reorganization of work assignments.**

b. **Establish salary ranges for Coordinator of Materials and Assistant Coordinator of Materials.**

Motion carried with a roll call vote and the Committee entered into closed session at 5:00 p.m.

OPEN SESSION: A motion was made by Hunter, seconded by Vollendorf, to enter into open session. Motion carried with a roll call vote and the Committee reconvened in open session at 5:23 p.m.

There being no further business to come before the Committee, a motion was made by Vollendorf, seconded by Stokes, to adjourn. The meeting adjourned at 5:24 p.m.

Respectfully submitted,

Mary Davis, Recording Secretary