

**MINUTES FOR THE MEETING OF THE
CARNEGIE-SCHADDE MEMORIAL PUBLIC LIBRARY
PERSONNEL COMMITTEE**

Date and Time: Tuesday March 8, 2022, 4:30pm

Location: City of Baraboo Municipal Building, 101 South Blvd. Baraboo, WI. South Conference Room

Members Present: L. Harthorne, P. Roland, J. Ellington

Others Present: J. Bergin

I. Call to order–J. Ellington 4:30pm

- A. Note compliance with Open Meeting Law–J. Ellington
- B. Roll call
 - a. L. Harthorne (present), P. Roland (present), J. Ellington (present)
- C. Approval of the Agenda
 - a. Motion to approve agenda P. Roland
 - b. Second L. Harthorne
 - c. Voice vote
 - d. Motion passes
- D. Approval of minutes from Jan. 31, 2021 meeting
 - a. Motion to approve minutes from Jan. 31, 2021 L. Harthorne
 - b. Second J. Ellington
 - c. Voice vote
 - d. Motion passes

II. Public Hearings/Appealances (none)

III. Action items

- A. Discussion and possible recommendation to library board to approve proposal increase hours for youth programming staff effective April 1, 2022.--J. Bergin
 - 1. Discussion and clarification of the proposal and how it will be implemented.
 - 2. Motion to send the proposal, as written, to the full board for consideration–P. Roland:
Proposal: Effective April 1- Increase Youth Services Programming Assistant position to 32 hours per week (80% FTE), from 20 hours per week. Increase pay rate to E1 rate of \$18.47. The increased hours will also make this position benefits eligible.

Increase Teen Services Coordinator position to 32 hours per week (80% FTE), from 28.25 hours per week. Keep same pay rate, benefits.

This proposal is budget neutral for the 2022 budget.

3. Second—L. Harthorne
4. L. Harthorne (aye), P. Roland (aye), J. Ellington (aye)
5. Motion passes

IV. Information items

- A. Discussion on first draft of Staffing Restructure plan
 1. Thorough discussion of the first draft of the Staffing Restructure plan
 2. Clarifications on positions that will be eliminated, including the consequences to positions that will not
 3. Discussions on how the plan will provide more consistency and less confusion.
 4. Discussions on how management team feedback was involved in the plan.
 5. J. Bergin is open to modifications that may needed to be made as the process moves forward
 6. The draft will be presented to the full board at the next board meeting.

V. Adjourn—5:26pm, J. Ellington

- A. Motion—L. Harthorne
- B. Second—P. Roland
- C. Voice vote
- D. Motion passes