



11345 North Cedarburg Road, Mequon, Wisconsin 53092

## **PERSONNEL COMMITTEE AGENDA**

**July 9, 2019, 5:00 p.m.**

**Jamron Collection Room**

**(Second Floor – At the top of the stairs OR take the elevator to 2, head right)**

**I. Call to Order, Verification of Posting, Roll Call**

**II. Approval of Minutes**

A. Action Item: Approval of the Minutes of the August 22, 2018 Meeting

**III. New Business**

A. Discussion and Possible Action: Employee Manual: Hours of Work

B. Discussion and Possible Action: 2020 Wages

**IV. Action Item: Closed Session**

The Committee may enter into closed session pursuant to Wisconsin Statute Section 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility, in order to discuss a wage adjustment for the Library Director. The committee will then reconvene into open session to continue the agenda and take action on topics discussed in closed session.

**V. Action Item: Reconvene in Open Session**

For the purpose of acting upon actions recommended in closed session.

**VI. Action Item: Wage Adjustment for Director**

**VII. Adjourn**

## Hours of Work and Scheduling Guidelines

As a public service entity, the Library maximizes staffing to meet our patrons' needs. The building is generally staffed up to one (1) hour before the Library opens to the public until closing. Exceptions are made as needed to meet the operational needs of the Library.

Schedules are designed to meet the operational needs of the library, and are subject to change to accommodate such needs. To reduce changes that may disrupt employees' schedules, managers will issue schedules four weeks in advance. To enable managers to do this, requests for paid vacation and for scheduling consideration should be made to your manager as far in advance as possible, but no less than five (5) weeks in advance. In practical terms, please request days off by the first of each month for the following month. On or about the tenth day of each month, schedules will be released for the following month (up to the last Saturday of the month).

Managers will make every attempt to schedule employees as consistently as possible (e.g., a consistent evening to close), and limit the number of consecutive work days to no more than seven (7).

Employees may not deviate from their assigned hours. In unusual circumstances, and only by equally trading time with another similarly trained employee within the same pay period, and with the approval of the supervisor, you may be granted a schedule change. Any granted trade must meet the staffing needs of the Library. Trades must be requested and approved no later than one week prior to the affected previously scheduled work date and time. If such requests are disruptive to library service, they will be denied.

For the convenience of employees in planning personal schedules, managers may, from time to time, issue weekend rotations either seasonally or annually, which is well beyond the four-week scheduling norm. These weekend rotations are subject to change, but employees may upcoming weekend schedules, they are encouraged to trade weekend hours with their colleagues, and then must notify their manager of the agreed upon changes. If these changes meet the operational needs of the library, they will be approved and schedules adjusted accordingly.

*This supercedes the "Hours of Work" segment of Section #5: On the Job, page 30 of the FLW Library Employee Handbook dated December 13, 2017. This revision is date July 17, 2019.*

Date: September 6, 2018  
To: Frank L. Weyenberg Board of Trustees  
From: Rachel Muchin Young  
Re: Wage Rates, 2019-2020

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At the August 22, 2018 meeting of the Personnel Committee of the FLW Board of Trustees, the committee voted to recommend new wage rates for 2019 and 2020. These rates were determined after conducting an informal survey of wages at comparable libraries in southeastern Wisconsin. Ranges take into consideration our current wages, those of area libraries of similar size, and anticipated wage increases for the City of Mequon and Village of Thiensville (2% across the board, plus merit raises).

Next year, we anticipate ten different staff positions, within seven wage categories. The chart below shows the position, typical hours, number of staff in the position, and the recommended wage rates:

	Position(s)	Minimum	Mid-Point	Maximum
1	Library Director (FT) 1	\$36.00	\$42.75	\$49.50
2	Patron Services Manager (FT) 1	\$25.00	\$29.50	\$36.00
3	Access Services Manager (FT) 1 Business Manager (FT) 1	\$22.50	\$25.75	\$29.00
4	Librarian (FT) 3	\$20.00	\$23.38	\$26.75
5	Patron Services Associate (20 to 28 hrs.) 2 Access Services Lead (FT) 1 Technician (FT) 1	\$15.00	\$17.00	\$19.00
6	Access Services Associate (12 to 20 hrs.) 4	\$13.00	\$14.75	\$16.50
7	Page (12 hrs) 4	\$8.00	\$9.00	\$10.00

At Wednesday's meeting we will ask for approval of these ranges.