

Village of Mukwonago
Notice of Meeting and Personnel Committee Agenda

LIBRARY BOARD OF TRUSTEES MEETING
Monday, April 24, 2023

Time: **6:00 pm**

Place: **Mukwonago Community Library, 511 Division St, Mukwonago, WI 53149**

1. Call to Order

2. Roll Call and Introduction of Guests

3. Approval of Minutes

3.a Personnel Committee Meeting Minutes from April 3, 2023

[Personnel Committee Meeting Minutes 20230403_unapproved.pdf](#)

4. Discussion/Action Items

4.a Organization Chart

Discussion and possible action on proposed staffing organization chart prepared by Director Armour.

4.b Staff Compensation

Discussion and possible action on staff compensation and wage ranges.

5. Referral Items

6. Confirm Next Meeting Date

7. Adjourn

Quorum Notice

It is possible that a quorum of Library Board Trustees may be in attendance at the above stated meeting. The Personnel Committee is an advisory committee to the Library Board and can only discuss agenda items and provide recommendations to the Library Board. No action will be taken by the Library Board during this meeting.

It is possible that a quorum of, members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note, upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through appropriate aids and services. For additional information or to request this service, contact the Municipal Clerk's Office, (262) 363-6420.

Village of Mukwonago

**DRAFT MINUTES OF MUKWONAGO COMMUNITY LIBRARY'S
PERSONNEL COMMITTEE MEETING**

Monday, April 3, 2023

Time: **6:00 pm**

Place: **Mukwonago Community Library, 511 Division St., Mukwonago, WI 53149**

Call to Order

The Vice President Donna Whalen called the meeting to order at 6:08 p.m. located in the Mukwonago Community Library Community Room, 511 Division St., Mukwonago, WI 53149

Roll Call and Introduction of Guests

Committee Members Present

J. Darin
E. Pautz
D. Whalen

Excused

M. Penzkover
M. Lacock

Also Present

A. Armour, Library Director

Comments from the Public

None.

Approval of Minutes

J. Darin/E. Pautz motioned to approve the minutes from the Personnel Committee meeting on January 26, 2023. Unanimously carried.

Discussion/Action Items

2023 Winter Holiday Closures

Discussion and possible action on examining Library closures for the winter holidays in light of Village Hall's change in closures.

A. Armour noted that the Village Hall altered how they would be closed during the Christmas holiday. A. Armour is bringing this up for informational purposes. Further discussion was held regarding how the holiday time off would best be served for MCL patrons and staff. It was determined that the current MCL closure dates should stay as previously approved by the Library Board for the 2023 holiday.

Time Study Analysis

Discussion and possible action on Library Director's analysis and summation of the staff time study conducted in February.

A. Armour discussed how the information was collected and how data points were chosen. Further discussion was held by committee members and A. Armour regarding specifics of the time study and possible solutions regarding MCL staffing needs.

Organization Chart

Discussion and possible action on proposed staffing organization chart prepared by Director Armour.

A. Armour explained the current organization and the proposed organizational chart. How the proposed organizational chart could look with current staff and how it would benefit staff as shown in the time study analysis was also discussed. It was determined that the proposed organizational chart needs to be discussed with the full Personnel Committee and MCL President, then MCL staff for feedback prior to discussion with the full board.

Staff Compensation

Discussion and possible action on staff compensation and wage ranges.

A. Armour noted that there has been difficulty staffing some positions. Discussions were held regarding how to possibly attract and retain qualified personnel. It was also mentioned that the State, DPI, is currently conducting a statewide wage analysis. At this time there is not a specific release date of the information but A. Armour will share it when available.

Referral Items

Buildings and Grounds Committee to begin conversations for determining how best to utilize the experience and make DPW aware of the need for aid regarding the "Not Library Work - Facilities" work currently being conducted by the Library Director and Administrative Assistant.

Confirm Next Meeting Date

To Be Determined

Adjournment

J. Darin/E. Pautz motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 7:59 pm.