

**NEUSCHAFER COMMUNITY LIBRARY BOARD SPECIAL MEETING, Personnel Committee:
March 12, 2021**

Present from Board: Amanda D’Arcy, Judy McGowan, Carolyn Schmidt, Bobbi Marks

Absent from Library Board: John Ohlson

Also present: Bradley Shipps, OWLS Director

The Personnel Committee meeting was called to order at 10:08am by Bobbi Marks.

ACTION ITEMS:

Chairperson of Personnel Committee: Marks made a motion to elect Schmidt as the Chairperson of the Personnel Committee, D’Arcy second. Motion carried.

Director position discussion: The job description was reviewed. Marks opened discussion by objecting to the concept of a fulltime Director. The committee reviewed Director salary information from small, local, community libraries that included estimated weekly hours worked and municipal size.

D’Arcy countered in support of a fulltime Director, stating that the information sent over for review was not all inclusive in terms of the populations the Neuschafer Library serves. D’Arcy added that the population is closer to 7000 residents served, when taking into account the top 6 municipalities, 2 of which are not in Waupaca County. Waupaca County communities in which the Neuschafer Community Library has an effect on, total approximately 4500.

Shipps recommends a fulltime director which aids service and personnel continuity, if affordable. D’Arcy added that based on research she did, Library Directors are having difficulty keeping up with challenges in the field to begin with, many gaining Master degrees to accommodate changes. Further, landing a fulltime position as a small community Library Director is also becoming a challenge.

Since the library is recently down two part time people, with a departing Director, it was suggested that instead of replacing both part time people, we eliminate one part time position to absorb the cost associated with offering a more attractive package for an incoming Director. This change may affect current programming. The potential new Director package would resemble: \$20 per hour, up to 35 hours per week, 52 weeks per year. Benefits would include sick time, retirement fund, and vacation pay, details of which will be discussed at next meeting of Personnel Committee.

Next Steps:

McGowan to discuss position description with John Kohl of the Village of Fremont, to determine if this position will work, at over 32 hours per week, not offering health benefits. Shipp (OWLS) shared that there are no state or federal regulations in place requiring that benefits be offered.

Upcoming Meetings:

Personnel Committee, NCLB

Tuesday March 16th, 2021 10am

GoTo Meeting option offered

Agenda:

1. Discuss results of conversation between McGowan and Kohl regarding benefits offered.
2. Firm up formal Job Description for Director and recruitment advertising plan for presentation to NCLB.
3. Firm up part time position description and recruitment plan.

Special NCLB Meeting

Thursday March 18th, 2021 4p

GoTo Meeting option offered

Agenda:

1. Review and approve Library Director position description and recruitment plan, presented by Personnel Committee.
2. Amend March 8th meeting minutes to reflect acceptance of Snyder resignation.

Adjournment:

Meeting adjourned at 11:19 AM.

Respectfully submitted,
Carolyn Schmidt (Acting Secretary)