

Minutes of the NFLS Personnel Committee
Tuesday, October 15, 2019 at 10:30am
at the NFLS Office, 1595 Allouez Ave. Green Bay, WI 54311

NFLS Personnel Committee: Ken Harter, Miriam Erickson, Tony Yaggie, Cheryl Maxwell, Becca Berger
Ex-Officio: Julia Wallace

Also Present: Lori Baumgart (NFLS), Tracy Vreeke (NFLS)

Absent (excused): Corrie Campbell

AGENDA

1. **Call to order.** 10:42 a.m.
2. **Determination of quorum.** yes
3. **Agenda revisions.** none
4. **Approval of the August 13, 2019 minutes.** Erickson motioned to approve, Maxwell seconded. **Motion carried.**
5. **Staff updates.**
 - a. Interviews were carried out for a new Administrative/ILL Assistant. One candidate stood out above the others, and NFLS offered her the position. She will start part-time in mid-January and go to full-time February 1, 2020.
 - i. The new hire has a juris-doctorate degree, has been working in the Brown County Library system, and has great references from coworkers in Brown County Library and her supervisor in California.
 - ii. Yaggie mentioned that a Standard Operating Procedure (SOP) may be helpful for the position. Her law background will be very advantageous to us.
 - b. NFLS is considering looking at someone who can do some of the WISCAT ILL work remotely to help Holly Handt out in the interim. Handt feels like she can manage it for another few months, especially with the holiday months coming up.
 - c. Lori Baumgart will start working remotely starting Monday, October 21, 2019. She will come to the office once per month, the week of the Advisory meeting. She'll still be available to the libraries on an as-needed basis and group library visits where practical. Baumgart and Vreeke will have regular communication during the day. Measures are in place to ensure Baumgart can access the office network and share screens with libraries when they need assistance.
6. **Discussion of Statewide salary comparison data.**
 - a. Vreeke gathered statewide salary comparison data throughout the systems, and sent Harter some information provided by the DPI. Systems are all different, so it's more than just looking at the job title; so Vreeke looked at jobs that are similar in nature. She found we do pay about 4% under the statewide average for those positions. Handt's role was underpaid more often than not. We don't have to make a decision now, but should for the 2021 budget. The other positions have been reviewed more recently.
7. **Approval and recommendation to board of staff salary increase.**
 - a. Vreeke recommended a 2% salary increase (including fringe benefits), per the budget approved by the Finance Committee. She will need to bring this to the Board next. Maxwell motioned acceptance of a 2% salary increase for staff, Yaggie seconded. **Motion carried.**

- b. Vreeke thinks it'd be appropriate to give Handt some sort of a bonus for taking over the extra work for the four-month period until the new Admin/ILL Assistant arrives. Berger asked if Vreeke had a recommendation. Vreeke recommended about a bonus, as it's a very time-consuming piece that Handt is filling in for; Handt has been keeping up, but it's been stressful. It's above-and-beyond, and something others in the office can't step up and help with; it's a position for which two people need to be trained on. Wallace asked if we can frame it as an "increase" tied to the salaried piece vs. a bonus. We have to make sure this doesn't open up a can of worms / precedence that maybe troublesome down the road. The four-month duration is key here. Tracy will put more structure to this proposal and bring it back to the Personnel Committee in an email.
8. **Update on Director Review.**
 - a. Harter missed the deadline Wallace suggested (August). Vreeke is starting her third year in January 2020. Baumgart helped Harter with the performance review document in Excel. He will send it for everyone to look at for any needed adjustments before sending to the library directors. A separate and less formal instrument can go to staff – he can look back to see if he has this, and send to Baumgart for updating. Wallace may have something also.
 - b. Results of the review and salary increase recommendations should be reviewed and made. Harter believes we're getting performance we wanted from Vreeke and recommends a 2% adjustment. Berger made a motion to give a 2% increase to Vreeke; Erickson seconded. **Motion carried.**
9. **Approval of adding Conflict of Interest form to Board manual.**
 - a. A formal vote is needed, as the committee discussed it previously. The form would be included in the Board packet and refreshed every three years. Some board members also sign one for the county; Wallace will send a copy of hers for the committee to review. Harter doesn't have one. Yaggie said it's very similar to the one that he had done with the Federal government and there may be a conflict of interest; Wallace said he could reclude himself from anything that he feels may be a conflict of interest. Vreeke said she's seen a form on which you can list your conflicts of interest – but not all may be known at the time of signing. Yaggie motioned to include the form into the Board manual, Berger seconded. **Motion carried.**
10. **Discussion of future meeting dates.**
 - a. The committee agreed on three meetings per year at a previous meeting: the third week of January, May and September, 2020. Focus on staff and director reviews in September in preparation for discussion in October. Are there regularly committed meetings that conflict with any day on the third week? It's been decided to meet at the NFLS office prior to the board meeting on January 14, 2020 at 10:30 a.m. The date for May and September meetings can be discussed at that time.
11. **Other business.** None.
12. **Adjourn.** Maxwell motioned to adjourn at 11:27 a.m. Berger seconded. Meeting adjourned.

Lori Baumgart, Recording Secretary
10/15/19