

**GREENDALE PUBLIC LIBRARY
BOARD OF TRUSTEES**

MINUTES

DATE: May 25, 2010

Present: Chadwick, Cooley, Hegge, Lubing, Mares.

Also Present: Gary Warren Niebuhr, Library Director

Todd Michaels, Village Manager

Trustee Hughes arrived at 8:07 a.m.

Kim Amidzich, Greendale School District Director of Assessment & Learning arrived at 8:09

President Mares called the meeting of the Greendale Public Library Board of Trustees to order at 8:02 a.m. in the Community Room of the Multipurpose Building.

Library Director Niebuhr stated that the Agenda for this meeting had been published in compliance with the Open Meetings Law.

UNFINISHED BUSINESS

President Mares reminded the Board that the current salary range for a professional librarian is Grade 8: \$43,986 to \$53,761. She asked the Manager if we are required to pay this salary to a new employee because we have people currently employed in that Grade. Manager Michaels told the Board they can set any salary that they wish. The Manager mentioned that the current salary range is based on the 2001 Carlson Dettman study and a revision conducted by his office in 2008.

The Board discussed the merits of reducing the amount listed in the range. Trustee Hughes requested that the minutes indicate that if the Board does hire at a lower rate, it is committed to making an adjustment in the future.

The Director reviewed the information that he had gathered when requested to survey libraries of similar size to ours to determine if they have any new hires in a similar professional position in the last six months and what the starting salary was for that new hire. The Director mentioned that these figures varied because of low starting salaries for new hires without experience, union contracts, full vs. part time hours and no ranges.

The Board discussed the merits of lowering the starting salary as currently listed in the salary survey.

Trustee Cooley moved, Trustee Lubing seconded, a motion that the range between the low end of the salary and the high end of the salary be \$20,000. A discussion was held on the merits of the motion.

Trustee Cooley amended his motion, Trustee Lubing agreed, to a motion that the range for the Librarian: Youth Services position is \$37,000 to \$54,000.

Ayes: Chadwick, Cooley, Hegge, Hughes, Lubing, Mares.

Noes: None.

The Board agreed that the Director has the discretion to hire the Librarian: Youth Services candidate at an appropriate rate based on factors including experience.

The Board entered into a discussion regarding the second draft of the Librarian: Library Media Specialist job description as presented. The Director asked the Village Manager to speak to the budgetary implications regarding the potential revenue to be received from the District for this position. The Manager told the Board that he and the Clerk Treasurer are thinking of putting the Library funds into a separate fund so the revenue and expenditure stream would be clearer. The Manager is in agreement that the Board could extend its existing budget based on the amount received from the District.

The Director reviewed the changes made to the second draft of the job description. The Board was in agreement with the changes and will hold the job description to use for the future. Trustee Hughes requested that the minutes indicate the Director will have the final decision as to who is hired to work for the public library.

A contract for services is being developed by the School District for the Board to review at a future meeting.

ADJOURNMENT

The meeting adjourned at 9:20 a. m.

Respectfully submitted,
Gary Warren Niebuhr
Library Director

June 9: General Budget Review & Director Mid-Year Review; July 14: Elections and Second Budget Review; Aug. 11: Third Budget Review; Sept. 8: Third Quarter Review of the Library Director; Budget to Village Manager; Oct. 13: Budget to Village Board; Nov. 10: Joint Meeting with Foundation Board officers; Dec. 8: Review of Library Plan; Jan. 12: Library Director Review & Review of Library Board Policies; Feb. 9: Open; March 9: Annual Report; April 13: Open; May 11: Open;