



1300 W. St. Germain  
St. Cloud, Minnesota 56301  
Tel. 320.650.2500 Fax 320.650.2501

**Board of Trustees Personnel Committee Meeting**  
**Tuesday, September 15, 2020, 5:30 p.m.**  
**Agenda**

*In response to COVID-19 and pursuant to Minnesota Statute Chapter 12. Emergency Management, Governor Walz declared a state of emergency. In accordance with the state of emergency and Minnesota Statute Chapter 13D.021, the GRRL Board Personnel Committee and GRRL staff will participate in the meetings by telephone or other electronic means rather than being personally present at the regular St. Cloud Public Library meeting location. The meeting will be conducted electronically via Zoom. Members of the public may monitor the meeting at <https://us02web.zoom.us/j/86381060674?pwd=Um0zVEJhNmV5eGlSejVtaFVsaWFJdz09> Passcode: 063898 or US: +1 312 626 6799, Webinar ID: 863 8106 0674.*

- |   |      |
|---|------|
| 1. Call to Order  | 5:30 |
| 2. Adoption/Amendment of Agenda   | 5:31 |
| 3. Personnel Policy Chapter 3A. Compensation Update (Requested Action – Approve) pg 3 | 5:32 |
| 4. Administrative Interim Plan and Structure Evaluation pg 7                          | 5:35 |
| 5. Accounting Coordinator Position Description (Requested Action – Approve) pg 11     | 5:50 |
| 6. Next Meeting – November 17, 2020   | 5:54 |
| 7. Adjournment  | 5:55 |

September 15, 2020



## Personnel Policy

### Chapter 3A. Compensation Update

Submitted by Julie Schmitz, Associate Director of Human Resources

#### BOARD ACTION REQUESTED

Information
                         
  Discussion
                         
  Approve/Accept

#### RECOMMENDATION

Discuss whether the Board would like to approve changing the word “shall” to “may” in the following sentence as an additional update to Personnel Policy 3A. Compensation.

*“Before changes to the pay plan are adopted, the Board shall take into account the prevailing compensation for comparable positions in the recruiting areas.”*

#### BACKGROUND INFORMATION

Supporting Documents Attached:

- Personnel Policy Chapter 3A. Compensation

There was discussion at the May 19, 2020, Board meeting regarding the word “shall” in the last paragraph of Personnel Policy 3A. Compensation. The request was to consider changing the word “shall” to “may.” It was clarified during the meeting that policy updates were made in a way that did not change the terms and conditions of employment. After review of the Bargaining Unit Agreement, changing this word would not have an effect on terms and conditions of employment.

#### FINANCIAL IMPLICATIONS

Estimated Cost: \$      Funding Source:      Budgeted:  Yes     No     N/A

#### ACTION

Passed                     
  Failed                     
  Tabled



## 200 Personnel Chapter 3A. Compensation Plan

The GRRL Board of Trustees and administration recognizes that its employees are its most valuable resource and that they are directly responsible for achieving its strategic initiatives and carrying out its mission. To that end, GRRL utilizes a market-based pay plan that offers competitive pay and benefits to employees while focusing on fiscal efficiency and accountability to taxpayers.

It is the policy of Great River Regional Library (GRRL) that competitive and equitable compensation be provided to employees, consistent with the Local Government Pay Equity Act and federal standards. GRRL compensates all employees based on an open pay range. An open pay range allows the GRRL Board of Trustees to approve a specific rate of increase for general wage and/or movement within the range increases annually.

A general wage increase results in an increase to the minimum and maximum pay for each pay range by a specific percentage as approved by the GRRL Board of Trustees. All employees within the pay range for their position are eligible for a general wage increase not to exceed the maximum of the pay range for their position. Substitute employees will receive the new minimum of the pay grade or are frozen if their current pay exceeds the minimum of the pay grade.

Movement within a pay range is based on a singular pay range with no predetermined steps. Regular employees are eligible for an approved movement within range increase not to exceed the maximum of the pay range for their position. Substitute employees are not eligible for a movement within range increase.

If the employee's supervisor finds that the employee's work performance or conduct does not justify a movement within range increase, the supervisor will consult with the appropriate Leadership Support Team (LST) member and the Associate Director, Human Resources and complete a plan for improving performance, which will be reviewed within three (3) months. Also, see Policy titled Annual Performance Review (EPR).

General wage increases and movement within range increases are effective on the first day of the pay period in which January 1 falls, unless otherwise determined by the GRRL Board of Trustees.

Amendments to the pay plan may be made and adopted by the GRRL Board. [Before changes to the pay plan are adopted, the Board shall take into account the prevailing compensation for comparable positions in the recruiting areas.](#)

Approved Date: 03/17/15

Effective Date: 03/17/15

Revised Date: 07/19/16, 05/19/20

September 15, 2020



# Administrative Interim Plan and Structure Evaluation

Submitted by Karen Pundsack, Executive Director

## BOARD ACTION REQUESTED

- Information
  Discussion
  Approve/Accept

## RECOMMENDATION

Review information about current administrative vacancies.

## BACKGROUND INFORMATION

Supporting Documents Attached:

- GRRL Organizational Chart

At this time, administrative vacancies include:

- Patron Services Supervisor position – 40 hours, exempt, pay grade 25
- Human Resources Specialist position – 40 hours, non-exempt, pay grade 16
- Accounting Specialist position – 40 hours, non-exempt, pay grade 16

Accounting functions are time sensitive and deadline driven. In order to maintain continuity in our finances, I appointed Linda Treb as interim Accounting Coordinator in August. She has agreed to help with the evaluation and serve in this role as needed. We anticipate this will be at least through the audit next spring.

We are working with our auditor to maintain segregation of accounting duties as much as possible. Tasks and duties are being shared among numerous staff members in multiple departments – Distribution, Accounting, Human Resources, Circulation, and Patron Services. For example, the Executive Director is supervising the St. Cloud Library coordinators and reviewing financials in detail, the Patron Services Supervisors are supervising 31 libraries between two people, and Human Resources is changing priorities to share tasks between the remaining staff. Some functions are not happening at this time, including limited hiring and group staff training.

We are taking this opportunity to evaluate organizational needs before moving forward with filling any of these positions. We plan to have final changes in place for the 2022 budget planning cycle. Proposed changes will be brought forward as we complete evaluation.

## FINANCIAL IMPLICATIONS

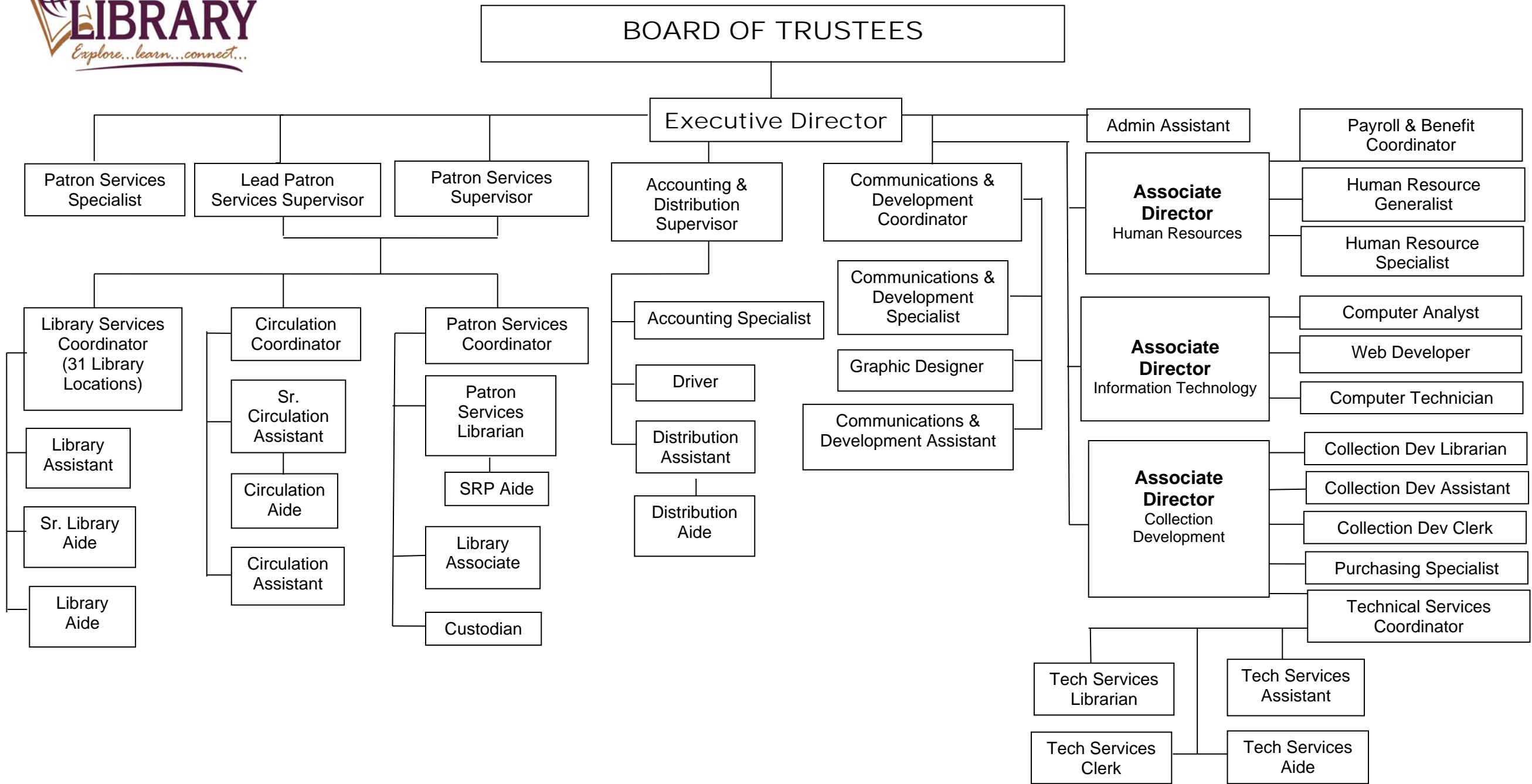
Estimated Cost: \$      Funding Source:      Budgeted:  Yes    No    N/A

## ACTION

- Passed
  Failed
  Tabled







September 15, 2020



## Accounting Coordinator Position Description

Submitted by Julie Schmitz, Associate Director of Human Resources

### BOARD ACTION REQUESTED

Information
  Discussion
  Approve/Accept

### RECOMMENDATION

Approve the Accounting Coordinator position description.

### BACKGROUND INFORMATION

Supporting Documents Attached:

- Accounting Coordinator Position Description – marked up and clean copies

The Accounting & Distribution Supervisor position description was developed in 2017 to supervise the Accounting and Distribution departments. With the recent Accounting & Distribution Supervisor position vacancy, the Accounting Coordinator position description has been redrafted and updated. It outlines responsibilities for the interim appointment of the Accounting Specialist to fulfill the Accounting Coordinator responsibilities.

### FINANCIAL IMPLICATIONS

Estimated Cost: \$      Funding Source:      Budgeted:  Yes    No    N/A

During the interim appointment, the Accounting Specialist will receive pay at the Accounting Coordinator pay grade. The Accounting Specialist position remains vacant at this time.

### ACTION

Passed
  Failed
  Tabled





## ACCOUNTING COORDINATOR ~~& DISTRIBUTION SUPERVISOR~~

Department: Accounting/GRRL

Reports To: Executive Director

Union: Non-Union

Pay Grade: 25

FLSA Status: Exempt

Date Approved: 09/17/2013

Date of Last Revision: 11/19/2013, 07/18/2017, 09/15/2020

Under general direction, the Accounting ~~& Distribution Supervisor~~ Coordinator provides leadership and supervision for the Accounting ~~and Distribution~~ department to support the library's mission, vision and strategic plan. Oversees the daily operations of the Accounting department including budget preparation and reporting of financial performance to management and the Board of Trustees. ~~Also oversees the daily operations of Distribution Services to assure materials are distributed throughout the region in an efficient and effective manner.~~ As described in the Joint Powers Agreement and GRRL Board of Trustees Bylaws, this position serves as the Finance Manager.

### PRIMARY DUTIES AND RESPONSIBILITIES

The following are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. ~~Participates~~ Serves on the Leadership Support Team to develop, plan, and implement the GRRL Strategic Plan and regional cross-department initiatives related to the accounting function.
2. Coordinates and participates on interview panels to interview applicants for job openings in the department and makes recommendation for hire.
3. Maintains a high level of library services by training and coaching staff, evaluating job performance, and initiating personnel actions in conjunction with Human Resources.
4. Coordinates schedules and directs the work of staff to operate efficiently and maintain adequate department coverage.
5. Promotes communication and transparency with the GRRL Board of Trustees by preparing comprehensive financial and budget reports to the Board. May attend meetings and present information related to finances ~~or Distribution~~.
6. Makes and implements recommendations to improve department processes and procedures.
7. Prepares the base budget to assist the Executive Director in preparation of the budget.
8. Compiles department budget estimates and requests and evaluates with the Executive Director for incorporation into the preliminary budget proposal.
9. Prepares reports for informational purposes and to aid in decision making.
10. Coordinates the annual audit by preparing reports and gathering requested information to ensure a clean audit.
11. Oversees and completes accurate and timely accounting functions including accounts payable, month-end processing, and governmental reporting.
12. Receives financial data from City members to assist the Executive Director with Maintenance of Effort reporting to State Library Services.
13. ~~Monitors vehicles to ensure they are well maintained and that related repairs and safety issues are addressed in a timely manner. Coordinates the purchase of new vehicles.~~

14. Manages investments, maintains cash receipts and disbursements and prepares financial statements as part of custodial duties delegated by the Board.
15. Ensures appropriate risk management techniques and financial controls are developed and complied with throughout the operation. Maintains the confidentiality of financial and personnel data.

## MINIMUM QUALIFICATIONS

### Education and Experience:

- Bachelor's degree in accounting or related field, or equivalent
- Two years of accounting experience including one year supervisory experience, public sector accounting experience preferred

### Required Knowledge, Skills and Abilities:

- Strong knowledge of Generally Accepted Accounting Principles and auditing principles and methods
- Strong interpersonal and communication skills, verbal and written
- Demonstrated advanced knowledge of computer applications such as Microsoft Excel and accounting software
- Excellent organizational and leadership skills with the ability to think strategically and manage multiple priorities
- Strong attention to detail with a high degree of accuracy
- Ability to lead change and innovation
- ~~Valid driver's license and satisfactory driving record~~
- Ability to maintain confidential information
- Ability to develop, train and direct staff

**Complexity of Work:** Complex

**Budget Responsibility:** Assists in the preparation of the annual operating budget. Develops and monitors assigned budget items.

**Supervisory Responsibility:** Supervises Accounting Specialist, ~~Distribution Assistant and Drivers, overall responsibility for Distribution Aides.~~

**Scope of Relationships (internal):** Regular contact with library staff for informational purposes and to respond to issues. [Participating member](#) of Leadership Support Team.

**Scope of Relationships (external):** Occasional contact with Board members, auditors and service providers/vendors.

## ACKNOWLEDGEMENT

This position description does not constitute an employment agreement between GRRL and the employee and is subject to change by GRRL as the needs of GRRL and requirements of the job change.

GRRL is an equal opportunity employer in compliance with the Americans with Disabilities Act. GRRL will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with GRRL.

Employee signature below indicates employee's understanding of the duties and requirements of the position.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

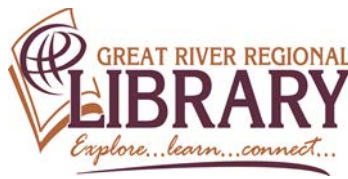
The physical demands and work environment characteristics described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. [Work is performed in a standard office environment.](#) ~~Occasionally may perform duties of Distribution Aide or Driver with corresponding physical demands.~~

N=Not at all; O=Occasionally (under 1/3); F=Frequently (1/3 to 2/3); C=Continuously (over 2/3)

PHYSICAL DEMANDS		N	O	F	C	Description
Repetitive use of hands					X	Keyboarding
Looking at computer screen					X	
Reaching in any direction		X	X			<a href="#">Handling files</a>
Kneel/Crouch/Crawl		X				
Bend/Stoop/Squat		X				
Balance		X				
Push/Pull/Twist		X				
Climb heights/ladder		X				
Sit					X	
Stand			X			
Walk			X			
Lift	1-10 lbs	X				
	11-19 lbs	X				
	20-49 lbs	X				
	50+ lbs	X				
Carry	1-10 lbs	X				
	11-19 lbs	X				
	20-49 lbs	X				
	50+ lbs	X				

WORK ENVIRONMENT	Yes	No	Comments
Working on unprotected heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working near moving equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to temperature extremes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Driving automotive equipment	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to dust, fumes and gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working in restricted spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to elevated noise levels for extended periods of time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to cleaning chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of equipment and/or machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General office equipment





## ACCOUNTING COORDINATOR

**Department:** Accounting/GRRL  
**Reports To:** Executive Director  
**Union:** Non-Union  
**Pay Grade:** 25  
**FLSA Status:** Exempt

**Date Approved:** 09/17/2013  
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13. Manages investments, maintains cash receipts and disbursements and prepares financial statements as part of custodial duties delegated by the Board.

14. Ensures appropriate risk management techniques and financial controls are developed and complied with throughout the operation. Maintains the confidentiality of financial and personnel data.

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Looking at computer screen					X	
Reaching in any direction			X			Handling files
Kneel/Crouch/Crawl		X				
Bend/Stoop/Squat		X				
Balance		X				
Push/Pull/Twist		X				
Climb heights/ladder		X				
Sit					X	
Stand			X			
Walk			X			
Lift	1-10 lbs	X				
	11-19 lbs	X				
	20-49 lbs	X				
	50+ lbs	X				
Carry	1-10 lbs	X				
	11-19 lbs	X				
	20-49 lbs	X				
	50+ lbs	X				

WORK ENVIRONMENT	Yes	No	Comments
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Working in restricted spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to elevated noise levels for extended periods of time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to cleaning chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of equipment and/or machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General office equipment