



1300 St. Germain Street West
St. Cloud, MN 56301
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Board of Trustees Personnel Committee Meeting
Tuesday, July 16, 2024, 5:30 p.m.
St. Cloud Public Library Mississippi Room
Agenda

- | | |
|--|------|
| 1. Call to Order | 5:30 |
| 2. Adoption/Amendment of Agenda | 5:31 |
| 3. Approval of Minutes – May 21, 2024, Meeting (Requested Action – Approve) pg 3 | 5:32 |
| 4. Personnel Policy Updates (Requested Action – Approve) pg 5 | 5:33 |
| 5. Next Meeting – To Be Determined | 5:44 |
| 6. Adjournment | 5:45 |

July 16, 2024

**GREAT RIVER REGIONAL LIBRARY
PERSONNEL COMMITTEE MINUTES
May 21, 2024**

The Great River Regional Library (GRRL) Personnel Committee was called to order by Chairperson Jacey Wallace on Tuesday, May 21, 2024, at 5:43 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Al Amdahl, Tina Diedrick, Jayne Dietz, Melissa Fee, Lynn Grewing, Jacey Wallace

Members Excused: Robert Kasper

GRRL Staff Present: Breanne Fruth, Karen Pundsack, Patricia Waletzko, Nichol Wojcik

ADOPTION OF AGENDA

Lynn Grewing made a motion to adopt the agenda with the addition of Summer Library Aide to the Position Descriptions Revisions. Seconded by Melissa Fee, the motion carried unanimously.

APPROVAL OF MINUTES

Melissa Fee made a motion to approve the March 19, 2024, Personnel Committee minutes as presented. Seconded by Lynn Grewing, the motion carried unanimously.

STAFF RECOGNITION REPORT

HUMAN RESOURCES ANNUAL STATISTICS

The Committee reviewed the staff recognition and Human Resources annual statistics reports.

POSITION DESCRIPTIONS REVISIONS

Human Resources moved the remaining position descriptions into the updated format. All GRRL position descriptions have now been streamlined and formatted to incorporate the Filsan Talent Partners recommendations. Some minor format and grammatical changes are still needed. Management asked the Committee for consent to make these edits.

Lynn Grewing made a motion to approve the position descriptions revisions as presented and allow staff to make minor format and grammatical corrections where needed for consistency. Seconded by Al Amdahl, the motion carried unanimously.

NEXT MEETING

The next Great River Regional Library Personnel Committee meeting will be Tuesday, July 16, 2024.

ADJOURNMENT

Jacey Wallace adjourned the meeting at 5:51 p.m.

Jacey Wallace, Chair

July 16, 2024



Personnel Policy Updates

Submitted by Nichol Wojcik, Associate Director – Human Resources

BOARD ACTION REQUESTED

- Information
 Discussion
 Approve/Accept

RECOMMENDATION

Approve updates to Personnel Policy Chapters A. through 2D.

BACKGROUND INFORMATION

Supporting Documents Attached:

- Personnel Policy Revisions Summary
- Policies in marked-up form only

These updates are part of the annual review of Personnel Policies.

FINANCIAL IMPLICATIONS

Estimated Cost: N/A

Funding Source: N/A

Budgeted: Yes No N/A

ACTION

- Passed
 Failed
 Tabled

Summary of Personnel Policies			
Policy #	Policy Title	Latest Revision Date	Recommended Changes
A.	Welcome		No Change
B.	Disclaimer	03/15/11	Add policies will also have a reviewed date
C.	Purpose	03/19/19	Added a reviewed date
D.	Equal Employment Opportunity	07/19/22	Added a reviewed date
E.	Amendments	03/15/11	Added a reviewed date
1A.	GRRL Overview	10/31/00	Added a reviewed date
1A.1	Mission and Vision Statement	11/17/15	Added a reviewed date
1B.	Board of Trustees	10/31/00	Added a reviewed date
1C	Staff Organization	11/10/09	Added a reviewed date
1D.	Customer Service	05/13/08	Added a reviewed date
1E.	Records Retention	10/31/00	Added a reviewed date
1F.	Community Affairs	05/13/08	Added a reviewed date
2A.	Public Employee Responsibilities	10/31/00	Added a reviewed date
2B.	Recruitment and Hiring Process	03/19/19	Added a reviewed date
2B.1	Applicant Rating, Interviewing and Hiring	04/19/16	Added a reviewed date
2B.2	Interim Appointment	03/16/21	Added a reviewed date
2B.3	Temporary Appointment	3/16/21	Removed paragraph about PTO accumulation since all employees must now earn PTO
2B.4	Substitutes	11/21/23	Added a reviewed date
2B.5	Reinstatement and Re-employment	03/19/19	Added a reviewed date

Summary of Personnel Policies			
Policy #	Policy Title	Latest Revision Date	Recommended Changes
2B.6	Criminal Background and Reference Checks	03/16/21	Removed the motor vehicle check
2B.7	Employment of Minors	05/13/03	Added a reviewed date
2B.8	Executive Director Transition Plan	05/17/16	Added a reviewed date
2B.9	Internship Program	05/17/16	Added a reviewed date
2C.1	Promotions	03/16/10	Added a reviewed date
2C.2	Transfers	03/17/15	Added a reviewed date
2C.3	Demotions	03/17/15	Added a reviewed date
2C.4	Reorganization	03/19/19	Added a reviewed date
2D.	Annual Performance Reviews (EPR)	03/16/21	Added a reviewed date

200 Personnel

A. Welcome

Welcome to Great River Regional Library! We hope that you will enjoy working as part of our team that strives to provide the best public library service possible.

GRRL is a six-county consolidated library system that serves the citizens of Central Minnesota. The St. Cloud Public Library serves as the headquarters for GRRL.

All employees are valuable to the success of GRRL. We are committed to providing an atmosphere that encourages and supports your best efforts and allows you to enjoy your work and to find it rewarding. This information, containing our personnel policies and description of benefits, has been prepared for your information. It is important that you review it carefully and contact your supervisor with any questions you may have.

Thank you for joining Great River Regional Library.

[Reviewed Date: 7/16/24](#)

B. Disclaimer

These policies and procedures are designed to familiarize you with GRRL and to answer many of your questions about personnel issues. The policies and procedures described here are not intended to create, nor should they be interpreted to create, a contract or an offer of a contract between GRRL and any of its employees.

GRRL reserves the right to suspend, change, or discontinue any provisions in the Personnel Policies and Procedures or to add new provisions at any time without prior notice. Changes or additions to these policies will be made available for employee's knowledge and understanding.

GRRL's interpretation of its policies and procedures is final. These policies and procedures are not necessarily all-inclusive because circumstances that GRRL does not anticipate may arise. Unanticipated circumstances may warrant actions or conduct not stated in the policies and procedures, such circumstances are often referred to as business practices. We take this opportunity to reaffirm that GRRL and most of its employees have an employment-at-will relationship. This means that employment with GRRL is voluntarily entered into and employees are free to resign at any time. It also means that GRRL is free to end the employment relationship at any time for any reason, with or without cause. Nothing in these policies and procedures are intended to alter that relationship. The only way that relationship can be altered is through certification of representation from a Union organization or a written document signed by both the Director and the employee, which specifically outlines the characteristics and degree of the relationship.

If these Personnel Policies and Procedures do not answer all of your questions regarding employment issues, please ask your supervisor.

The version you are viewing supersedes and revokes any and all prior versions of the Policy. ~~Each policy indicates the original approval date, effective date and revision dates.~~ Please destroy all previous versions that you may have to avoid any discrepancies between the new version and any older versions.

Approved Date: 07/11/00
Effective Date: 10/31/00
Revised Date: 05/08/07, 03/15/11, [7/16/24](#)

C. Purpose

The purpose of these policies and procedures is to establish a basis for impartial personnel administration at GRRL and to provide both management and employees with a ready reference to established policies and procedures that relate to personnel administration. It is understood that the primary purpose of GRRL is to serve the citizens of the region as an information center and to this end all efforts must be directed. This requires the consistent exercise of good human relations through sound personnel practices and the guidelines therein.

These policies supersede all prior policies of GRRL. Nothing contained herein shall limit GRRL's right to make unilateral changes to its personnel policies and procedures at any time without prior notice. It is the responsibility of both management and employees to act within these guidelines, which were developed to help GRRL accomplish its mission.

Every employee is totally responsible for making herself/himself aware of these policies and procedures and their interpretation. Should someone require assistance in understanding any aspect of the aforementioned, they should inform their immediate supervisor. The supervisor will then assist them in obtaining the help they need.

Administration welcomes any new ideas which, if put into effect, will improve working relationships with our employees. Every employee is part of the total team, and as such, is expected to cooperate with fellow workers in carrying out their job responsibilities.

Approved Date: 07/11/00
Effective Date: 10/31/00
Revised Date: 05/08/07, 03/19/19
[Reviewed: 07/16/24](#)

D. Equal Employment Opportunity

GRRL is committed to providing equal opportunity in all areas of employment, including, but not limited to recruitment, hiring, demotion, promotion, transfer, selection, lay-off, disciplinary action, termination, leaves of absence, placement, compensation and training. GRRL will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity, or gender expression, disability, age, marital status, genetic information, status with regard to public assistance, veteran or military status, familial status, or membership or activity in local commissions.

Approved Date: 03/19/19
Effective Date: 03/19/19
Revised Date: 07/19/22
[Reviewed Date: 07/16/24](#)

A. Amendments

The GRRL Personnel Policies may be amended at any regular meeting by the Board of Trustees of the Great River Regional Library.

The GRRL Personnel Policies may be revised and accepted by Board of Trustees after review of said changes by the Personnel Committee.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 05/08/07, 03/15/11

[Reviewed Date: 07/16/24](#)

1A. GRRL Overview

Great River Regional Library is a six-county library system consolidated under one Board of Trustees and one administration. The signatories to the regional service contract are Benton County, Morrison County, Sherburne County, Stearns County, Todd County, and Wright County. The Library is a "joint powers" organization.

Approved Date: 07/11/00

Effective Date: 10/31/00

[Reviewed Date: 07/16/24](#)

1A.1 Mission and Vision Statement

Mission: Explore, Learn, Connect.

Vision: The Neighborhood Gateway: Inspiring Central Minnesota to shape the future through exploration, knowledge and connection.

[Theory of Change: People in our communities can find and use trusted information they need to thrive.](#)

Core Values:

Great River Regional Library is a **PATRON CENTERED** organization, and we express this commitment through three **Core Values**:

EXCEPTIONAL SERVICE

- We are an **empowered, knowledgeable staff**.
- We speak and act with **honesty** and **integrity**.
- We operate with **respect for all**, and **appreciate our opportunity to serve**.
- We provide **free and equal access to information**.

FORWARD THINKING

- We **challenge ourselves** to always do better.
- We explore **innovation and new ideas**.

- We are **responsive** to a changing world, and will **build on past success**.
- We promote **lifelong learning**.
- We **anticipate future service needs**.

COMMUNITY FOCUS

- We build **trust** with one another, and operate as a **team**.
- We **communicate** openly.
- We **create partnerships** throughout the communities that we serve, to **promote our libraries and services**.
- We are **inclusive**, and **embrace diversity**.

Approved Date: 07/11/00

Effective Date: 10/31/00, 01/01/16

Revised Date: 11/21/06, 11/17/15, [07/16/24](#)

1B. Board of Trustees

The Board of Trustees of Great River Regional Library consists of 15 members appointed by the signatories to the service contract of Great River Regional Library.

The Board meets in January, March, May, July, September, and November. Preliminary discussion of specific personnel issues are often handled by the Personnel Committee. Other committees are appointed as needed.

Approved Date: 07/11/00

Effective Date: 10/31/00

[Reviewed Date: 07/16/24](#)

1C. Staff Organization

The Library is organized under the Executive Director who is responsible to the Board.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 05/13/03, 05/11/04, 07/13/04, 11/15/05, 01/08/08, 11/10/09

[Reviewed Date: 07/16/24](#)

1D. Customers Service

Library staff members are required to provide courteous and efficient service to both internal and external customers at all times.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 05/13/08

[Reviewed Date: 07/16/24](#)

1E. Records Retention

Great River Regional Library will maintain personnel and wage records according to the established Records Retention Schedule and in accordance with applicable federal and state law.

Approved Date: 07/11/00

Effective Date: 10/31/00

[Reviewed Date: 07/16/24](#)

1F. Community Affairs

Staff members are encouraged to take an active part in community affairs and work toward making the library an integral part of the life of the community.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 05/13/08

[Reviewed Date: 07/16/24](#)

2A. Public Employee Responsibilities

In a public institution, the ultimate employer is the citizenry. The laws and regulations which represent their will are as binding upon the Board of Trustees and the Executive Director as they are upon the staff.

Courtesy must be observed in contacts with the public. Employees in violation of this rule will be subject to disciplinary action.

Approved Date: 07/11/00

Effective Date: 10/31/00

[Reviewed Date: 07/16/24](#)

2B. Recruitment and the Hiring Process

Selection of staff members is based solely on the requirements of, and suitability for, the position. Appointment of members of the immediate families of Board members or administrative staff is to be avoided. No employee or prospective employee will be hired or placed in a position where he or she would be supervising or be supervised by a spouse or a member of the employee's immediate family. For the purposes of this policy, "immediate family" includes: the employee's spouse, brother, sister, parents, children, stepchildren, corresponding in-law, and any other member of the employee's household.

All applicants must provide names and contact information of references. References will be checked carefully.

Veteran's Preference points will be granted to eligible candidates as provided by law.

Local residents are not shown preference.

All open positions will be advertised internally for a minimum of seven (7) calendar days. GRRL reserves the right to simultaneously post open positions externally when it is believed that an internal posting will not provide an adequate applicant pool. Preference in filling vacancies advertised only internally will be given to present staff members and volunteers who meet minimum qualifications and rate in the top

of the applicant pool. If an initial internal only posting does not prove to provide an adequate applicant pool, the position will be posted externally. GRRL reserves the right to pull applicants from an existing candidate pool within the previous three (3) month period.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 07/13/04, 11/15/05, 03/16/10, 09/18/12, 03/17/15, 07/19/16, 03/19/19

[Reviewed Date: 07/16/24](#)

2B.1 Applicant Rating, Interviewing and Hiring

Final hiring authority rests with the Executive Director, in accordance with powers vested in him/her by the Board of Trustees. Upon acceptance of a verbal offer, Human Resources will provide an official offer letter which specifically describes the position to which the person is offered, including the pay grade, and initial rate of pay. Access to the GRRL Personnel Policies is provided to document other terms of employment.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 05/13/03, 07/13/04, 11/15/05, 03/15/11, 03/17/15, 04/19/16

[Reviewed Date: 07/16/24](#)

2B.2 Interim Appointment

The Executive Director may appoint a current employee to an interim position. Interim appointments may be made to cover for an absent employee, to temporarily fill a vacant position or other business purposes. The Executive Director may waive the minimum educational requirements for the interim position.

During an interim appointment, the appointed employee shall receive, for the duration of the appointment, the minimum of the pay grade for the interim position. If the interim employee's current rate of pay is the same or exceeds this minimum, he/she shall receive a 2% increase to their current rate of pay not to exceed the maximum of the interim position's pay grade.

Appointment to an interim position will not change an employee's anniversary date. An employee appointed to an interim position remains eligible for a pay rate increase based on his/her original position during the time of the interim appointment. If that pay grade increase would bring the level of pay to that of the interim position, then the necessary salary adjustment (up to 2%) will be made in the level of pay of the interim position.

If the interim appointment is for a part-time position, the number of hours budgeted for the interim position will be used to calculate holiday pay as outlined in Policy titled "Holiday Pay."

The interim employee may be eligible for benefits dependent upon the number of regularly scheduled hours and length of the interim appointment as determined by health care reform law. This shall be determined at the time of the appointment. A staff member who accepts an interim appointment for the benefit of the library shall not have their benefits reduced during the period of an interim appointment.

Interim appointments must be approved by the Executive Director.

Approved Date: 07/11/00
 Effective Date: 10/31/00
 Revised Date: 09/19/06, 07/10/07, 03/17/15, 03/16/21
[Reviewed Date: 07/16/24](#)

2B.3 Temporary Appointment

Temporary appointments are made to temporarily supplement the work force, or to assist in the completion of a specific project. Temporary employees may be hired directly by GRRL or may be hired through a temporary staffing agency. Temporary employees do not typically earn benefits. Temporary appointments are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

The number of weekly scheduled hours and length of the temporary appointment may affect the temporary employee's eligibility for benefits as required by health care reform law. This will be determined at the time of the appointment.

~~If a temporary employee is converted to a regular position without a break in service, PTO accumulation shall be retroactive to when the employee was hired as temporary. If a temporary employee is hired after a break in employment, no PTO will be granted for temporary employment time.~~

Approved Date: 07/11/00
 Effective Date: 10/31/00
 Revised Date: 09/19/06, 01/01/09, 03/17/15, 03/19/19, 03/16/21, [07/16/24](#)

2B.4 Substitutes

Substitute employees are hired to work on an intermittent or on-call basis to fill in when regular staff are absent.

Substitute employees do not have regularly scheduled hours. Substitutes are expected to work a minimum of two shifts per month on average and at least 80 hours annually. Exceptions to this requirement will be evaluated on a case-by-case basis.

Substitute employees will receive the minimum rate of pay of the pay grade for the position hired. Substitute employees are not eligible for movement within range pay increases.

Substitute employees accrue PTO at the minimum annual accrual rate.

Substitute employees must meet the educational requirements for the position they will be filling.

GRRL employees will receive their usual rate of pay when covering the hours of another GRRL employee.

Approved Date: 07/11/00
 Effective Date: 10/31/00, 12/24/23
 Revised Date: 05/14/02, 09/19/06, 09/16/08, 11/10/09, 03/17/15, 04/19/16, 03/19/19, 03/16/21, 11/21/23
[Reviewed Date: 07/16/24](#)

2B.5 Reinstatement and Re-employment

Employees who voluntarily resign with proper notice from Great River Regional Library may be re-employed after being gone for more than one (1) year or reinstated if rehired after being gone for less than one year.

Re-employed employees will be treated as new employees. Whenever an employee changes status from or to a Substitute position, it is considered re-employment.

Employees reinstated after less than one (1) year break in service will resume benefit accruals based on their previous accrual eligibility date.

Reinstatement and re-employment will be contingent upon the applicant being a successful candidate emerging from the hiring process.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 03/19/19

[Reviewed Date: 07/16/24](#)

2B.6 Criminal Background and Reference Checks

To ensure that individuals who join GRRL are well qualified and have a strong potential to be productive and successful employees, it is GRRL's policy to investigate the backgrounds and employment references of applicants. Reference checks and criminal background checks will be conducted by Human Resources and/or the hiring manager on final candidates before an offer of employment is made. A criminal background check is generally not required when a current employee changes positions within GRRL. ~~A motor vehicle check shall be completed when driving is an essential requirement of the position.~~

Authorization to obtain background and reference checks shall be obtained in a confidential manner during the interview process in accordance with federal and state law.

All records and documentation of criminal background checks are confidential and will be maintained in Human Resources. Information attained from the background check process will only be used as part of the employment process.

Approved Date: 01/20/09

Effective Date: 01/20/09

Revised Date: 03/16/21, [07/16/24](#)

2B.7 Employment of Minors

Both Federal and State Child Labor laws restrict the work hours of all minors under the age of 18. This policy outlines under what conditions minors may work at Great River Regional Library.

Minors are defined as individuals who have not yet reached the age of 18:

- A minor under 14 years of age will not be employed.
- Minors 14 and 15 years of age can only work:
 - between 7 a.m. and 7 p.m. (or until 9 p.m. in summer when school is not in session).
 - outside of school hours and no more than three hours per day and not more than 18 hours per week when school is in session.

- eight hours in a day and 40 hours in a week when school is not in session.
- no more than eight hours in any 24-hour period and no more than 40 hours in a week.
- on school days, during school hours, only with an employment certificate issued by the appropriate school officials.
- Minors 16 and 17 years of age may not work:
 - after 11:00 p.m. on evenings before school days or before 5:00 a.m. on school days

If the 16 or 17 year old obtains written permission from a parent or guardian, he/she may be permitted to work until 11:30 p.m. before a school day and begin at 4:30 a.m. on a school day.

Proof of age will be maintained as part of the payroll records. This proof will be in the form of a: 1) birth certificate, 2) driver's license, or 3) age certificate issued by the school. The age certificate insures that the minor is in fact the age he/she represents themselves to be, and GRRL is entitled to rely upon this certification. Age certificates protect GRRL from unknowingly violating child labor laws.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/13/03

[Reviewed Date: 07/16/24](#)

2B.8 Executive Director Transition Plan

Purpose

The Executive Director Transition Plan has been developed in the event of a permanent vacancy of the Executive Director position at Great River Regional Library in order to ensure continuity of leadership and operations.

Notice of Intent to Resign or Retire

1. Under normal conditions, the Executive Director is expected to give a minimum of two months notice of his/her intent to resign or retire. The notice shall be given in writing to the Chair of the Board of Trustees.
2. The Chair of the Board of Trustees shall announce the departure to GRRL staff, Board members and stakeholders.

Timeline of Responsibilities

The following table outlines the timeline of responsibilities for GRRL staff and the Board of Trustees and its committees in the recruitment and hiring process.

TIMELINE	RESPONSIBILITY
Give a two (2) month written notice of intent to resign or retire to the Chair of the Board of Trustees	Departing Executive Director
Announce departure of Executive Director	Chair of Board of Trustees
Appoint a Transition and Search Committee	Board of Trustees

Determine whether an outside consultant shall be utilized, select the consultant from research provided by the Associate Director – Human Resources; make a recommendation to the Board of Trustees for approval	Transition & Search Committee and Associate Director – Human Resources
Hold a special meeting of the Personnel Committee within ten (10) days of becoming aware of the vacancy	Personnel Committee
Prepare a list of management issues for the transition and assign responsibilities, including updating financial designations	Personnel Committee and departing Executive Director
Review existing staff and outside resources available to fill the position in the interim; make a recommendation including compensation considerations to the Board of Trustees for approval	Personnel Committee
Develop an overall interview and selection process including establishing a timeline and budget for the process; make a recommendation to the Board of Trustees for approval	Transition & Search Committee
Establish a marketing plan to advertise for the position	Transition & Search Committee with Associate Director – Human Resources or Consultant
Screen applicant materials (redacted as necessary) and select candidates to interview	Transition & Search Committee and Associate Director – Human Resources or Consultant
Develop a format for the interviews including interview questions and ranking of criteria	Transition & Search Committee and Associate Director – Human Resources or Consultant
Coordinate scheduling of interviews, preparation of information packets for candidates, and reimbursement of candidate expenses	Associate Director – Human Resources
Conduct initial interviews and recommend up to three (3) or four (4) finalists for the full Board of Trustees to interview or approve	Transition & Search Committee
Interview final candidates	Transition & Search Committee or Board of Trustees
Coordinate opportunity for staff to meet the final candidates	Board of Trustees
Make recommendation of final candidate for the full Board to interview or approve	Transition & Search Committee
Conduct background and reference checks	Associate Director – Human Resources (or consultant)
Communicate by letter to candidates not selected	Associate Director – Human Resources (or consultant)
Prepare communication plan to announce the appointment of the new Executive Director	Associate Director – Human Resources and Chair, Board of Trustees
Develop an orientation for the new Executive Director	Associate Director – Human Resources and Chair, Board of Trustees

Board of Trustees Responsibilities

1. The Board shall appoint a Transition and Search Committee to facilitate the process of filling the Executive Director position. The Transition and Search Committee may consist of Board members and staff members.
2. If an Interim Executive Director is selected, the Board shall determine if the Interim Executive Director will be compensated with a temporary salary increase, a bonus, or no additional compensation.
3. The Board may approve recommendations made by the Transition and Search Committee, including the final job description, the selection of a consultant, reimbursement for expenses of out-of-town candidates, etc.
4. The Board shall provide an opportunity for staff to meet the final candidates (meet and greet) and provide feedback as the Board deems appropriate.
5. The Board may interview the finalists in an open meeting or delegate this responsibility to the Transition and Search Committee.
6. The Board may select the new Executive Director from the candidates interviewed or approve the final recommendation of the Transition and Search Committee. If a suitable candidate is not selected, the Board shall direct the Transition and Search Committee to conduct more interviews from available candidates or begin a new search.
7. The Board shall review and approve Personnel Committee recommendations for the new Executive Director's compensation.
8. The Board shall develop a communication plan to announce the appointment of a new Executive Director, including staff and key stakeholders. A press release may be prepared and submitted to the media as needed.
9. The Board Chair, in consultation with the Associate Director – Human Resources, shall be responsible for developing an orientation for the new Executive Director to GRRL, the Board and stakeholders.

Transition and Search Committee Responsibilities

The Board shall appoint a Transition and Search Committee to coordinate the recruitment and selection process. The makeup of the committee shall determine if the committee is subject to open meeting requirements.

1. The Transition and Search Committee shall develop an overall interview and selection process, including establishing a timeline and budget for the process.
2. The Transition and Search Committee shall review the existing job description and qualifications. The committee shall outline what knowledge, skills, abilities and experience they are seeking in the next Executive Director. The committee shall submit recommendations to the Board for approval.
3. The Transition and Search Committee shall create a marketing plan for advertising the position, including whether the use of an outside consultant is appropriate. Advertising may include listings on industry websites, networking, ads placed on key websites, key national organizations, etc.
4. The Transition and Search Committee may set up an electronic mailbox to receive resumes and applications.

5. If it is determined that an outside consultant will be utilized, the Transition and Search Committee shall select the consultant based on research from the Associate Director – Human Resources and make a recommendation to the Board.
6. The Transition and Search Committee shall review applicant materials (redacted as needed by the Associate Director – Human Resources) and select candidates to interview.
7. The Transition and Search Committee shall develop a format for the interviews, including interview questions and ranking of criteria.
8. The Transition and Search Committee shall interview selected candidates and recommend up to three (3) or four (4) finalists for the full Board to interview or approve.
9. The Transition and Search Committee shall keep the Board informed on the progress, candidates and the interview process.

Personnel Committee Responsibilities

1. The Personnel Committee shall call a special meeting within ten (10) days when it becomes aware of a permanent vacancy of the Executive Director position.
2. The Personnel Committee shall have responsibility for coordinating the transition, including the transfer of responsibilities and interim administrative matters. The departing Executive Director and the Personnel Committee shall agree on a list of management issues for the transition and assign responsibilities, including updating financial designations.
3. Interim Executive Director: The Personnel Committee shall review existing staff that would be qualified to fill that role as well identifying possible coverage options from outside of GRRL. The Personnel Committee shall make a recommendation to the Board.
 1. The Board and Personnel Chair may contact outside resources, such as the council of Regional Public Library System Administrators (CRPLSA) or State Library Services for assistance in filling an interim position.
4. The Personnel Committee shall review salary and benefits and make recommendations to the full Board.

Associate Director – Human Resources Responsibilities

1. The Associate Director – Human Resources shall provide support to the Transition and Search Committee as needed.
2. The Associate Director – Human Resources shall research consultants and present to the Transition and Search Committee if requested.
3. The Associate Director – Human Resources shall work with the Transition and Search Committee and/or consultant to ensure Minnesota data practice requirements are followed for all applicant information and materials.
4. The Associate Director – Human Resources shall coordinate the scheduling of interviews throughout the process. Interviewing methods may include Skype interviews, telephone interviews, in person interviews, etc. The Associate Director of – Human Resources shall coordinate the reimbursement of travel and mileage for in-person interviews if needed and allocated by the full Board.
5. The Associate Director – Human Resources shall coordinate the mailing of information to interested applicants and prepare information packets for interview candidates.
6. The Associate Director – Human Resources (or consultant) shall conduct reference checks and a background check of selected candidates.
7. The Associate Director – Human Resources (or consultant) shall communicate the hiring decision by letter to all candidates.

8. The Associate Director – Human Resources shall assist the Board Chair in developing an orientation for the new Executive Director to GRRL, the Board and stakeholders.

Consultant Responsibilities (if applicable)

1. The Consultant shall have an initial consultation with the Board.
2. The Consultant shall meet with the Leadership Team and staff representatives to develop information for the posting.
3. The Consultant shall create the search process timeline.
4. The Consultant shall create and implement a marketing plan for the position.
5. The Consultant shall design, develop and host a website specifically designed for the GRRL Executive Director search.
6. The Consultant shall conduct preliminary screenings and interviews of applicants and provide analysis to the Transition and Search Committee. All applicant information shall be shared with the Associate Director – Human Resources.
7. The Consultant shall assist with the identification of finalists and shall facilitate the interview process.
8. The Consultant or Associate Director – Human Resources shall check references on the final candidate.
9. The Consultant or Associate Director – Human Resources shall conduct a pre-employment background investigation on the final candidate.

Approved Date: 05/17/16

Effective Date: 05/17/16

Reviewed [Date: 07/16/24](#)

2B.9 Internship Program

The internship policy is developed as part of GRRL's recruitment strategy to provide students with a chance to learn while contributing to the organization's needs. Internships provide a means to evaluate and train future employees as well as build partnerships in our communities. Interns are generally active secondary education students or recent graduates.

Internships may be paid or unpaid. A paid internship may result from a recruitment need, while an unpaid internship may be initiated by a student as determined by their course of study.

Paid interns may be placed in a position with some, but not all the required education and experience. The expectation is that GRRL will provide on- the-job training to the paid intern. A paid intern will typically be compensated on an hourly basis within the pay grade below the regular position. A paid intern will be evaluated after six (6) months of employment to determine whether the intern is functioning at an expected level based on the position description. The intern may then be promoted into a regular position with applicable pay and benefits based on performance and meeting expectations.

GRRL also provides unpaid internships as a way for students to learn about various aspects of library administration and service. Unpaid internships are temporary in nature and may be utilized for shadowing experiences and special projects. Specific learning objectives will be developed with the intern to support their educational program.

Interns may be selected through standard hiring processes, as well as through direct recruitment with a school. An unpaid internship may be initiated by the potential intern.

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Reviewed [Date: 07/16/24](#)

Chapter 2C. Promotions, Transfers, Demotions, and Reorganization

An employee's present position or any position previously held by the employee at GRRL (as long as their performance in the position was satisfactory and there has been no break in employment since the position was held by the employee) will be considered in determining promotions or transfers.

2C.1 Promotions

Staff members, when submitting the required application materials, will be considered for promotion whenever a vacancy occurs. Vacancies will be advertised according to GRRL policies, and selection will be made of the candidate best suited for the position.

A promotion to a new position must not be confused with a reclassification of an existing position in accordance with increased responsibilities.

A promotion, for the purposes of this document, shall be the appointment of an employee to an established position higher on the organizational chart than the position previously occupied by the employee.

Any employee may be considered to be qualified for a promotion if they meet the minimum requirements of the position.

This policy shall not be applied to the position of Executive Director because of the Minnesota ~~State Board~~ [Department](#) of Education requirement that the Executive Director possess a Master's Degree in Library Science from a graduate school accredited by the American Library Association.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 09/19/06, 03/16/10, [07/16/24](#)

2C.2 Transfers

Transfers must be approved by the Executive Director when it seems expedient to do so, or when the particular talents of a staff member can be utilized in another position.

If, for reasons of ill health, an employee is unable to fulfill the requirements of his/her position, and if circumstances permit, he/she may request to be transferred to a position of equal rank involving less strain or to part-time employment. In granting the transfer for medical reasons, the library must require appropriate certification of the medical condition which necessitates the transfer.

Temporary or substitute positions would not be eligible for this consideration.

Transfers are discussed in advance with staff members concerned, in order to explain reasons for the moves and, whenever possible, to give consideration to the employee's wishes.

For circumstances other than medical reasons cited above, employees may communicate their interest in moving to a different position to the Associate Director, Human Resources. Such statements will be evaluated only in light of the best interest of the library. Final approval for transfer will be made by the Executive Director.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/08/07, 03/16/10, 03/15/11, 03/17/15

[Reviewed Date: 07/16/24](#)

2C.3 Demotions

The Executive Director may demote an employee whose ability to perform his/her required duties falls below satisfactory standards. No employee shall be demoted to a position for which he/she does not possess the minimum qualifications. Written notice of the demotion shall be given to the employee prior to the effective date of the demotion. The employee will be paid within the pay grade of the position to which he/she is demoted and not receive pay exceeding current level of pay.

An assignment to a position in a lower pay grade carries with it compensation within that pay range.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 03/16/10, 03/17/15

[Reviewed Date: 07/16/24](#)

2C.4 Reorganization

When public interest, budget and/or staffing levels dictate, management can use the staffing guidelines and criteria approved by the Board of Trustees to reorganize all staff, department(s), a group of positions, or any combination of staff using the appropriate staffing tools available. Changes to current staffing will be based on empirical data that enable the most efficient utilization of staff for the provision of library service. Current employees may be appointed to open positions upon the Executive Director's discretion under this policy.

The employer will give twenty-eight (28) days notice to employees whose positions will be affected except in an emergency.

Approved Date: 05/08/07

Effective Date: 06/04/07

Revised Date: 03/16/10, 03/19/19

[Reviewed Date: 07/16/24](#)

2D. Annual Employee Performance Review (EPR)

Performance reviews are used to evaluate an employee's overall work performance, based upon duties listed on the position description and other standard performance indicators. These reviews are an opportunity for the supervisor and employee to review the work, conduct, and achievements of the past and set goals for the future.

The purpose of the annual performance review process is to promote better communication between employees and supervisors, and to improve employee job satisfaction and performance. The performance review is a continuous and ongoing process. A formal performance review shall be conducted during the first 90 days of employment for a new hire or promotion, and then annually around the employee's anniversary date. Informal performance meetings between an employee and supervisor may also occur throughout the year.

The formal performance review includes oral as well as written comments, conducted in private between the employee and the supervisor. Satisfactory job performance and reviews are required for continued employment and are a condition of receiving pay increases unless otherwise negotiated through a collective bargaining agreement. Reviews will be completed by the supervisor. Employees will have the opportunity to provide feedback for the review. Each staff member also has the opportunity to request 360 Degree Feedback through the annual Employee Performance Review (EPR) process.

The appraisal of performance of the Executive Director will be done by the full Board of Trustees in consultation with the Executive Director.

Approved Date: 05/13/03

Effective Date: 05/13/03

Revised Date: 07/10/07, 03/10/08, 01/20/09, 03/15/11, 03/17/15, 03/19/19, 3/16/21

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