

1300 St. Germain Street West
St. Cloud, MN 56301
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Board of Trustees Personnel Committee Meeting
Tuesday, November 19, 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 – September 17, 2024, Meeting (Requested Action – Approve) pg 3 | 5:32 |
| 4. Position Description Update – FLSA Changes (Requested Action – Approve) pg 5 | 5:33 |
| 5. Executive Director Annual Evaluation – Closed Session
<i>Closed meeting for employee performance review pursuant to Minn. Statute 13D.05, Subd. 3(a) – Executive Director Karen Pundsack</i> | 5:35 |
| 6. Next Meeting – To Be Determined | 6:14 |
| 7. Adjournment | 6:15 |

**GREAT RIVER REGIONAL LIBRARY
PERSONNEL COMMITTEE MINUTES
September 17, 2024**

The Great River Regional Library (GRRL) Personnel Committee was called to order by Board President Jayne Dietz on Tuesday, September 17, 2024, at 5:30 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Tina Diedrick, Jayne Dietz, Melissa Fee, Lynn Grewing, Bobby Kasper, Jacey Wallace

Members Excused: Al Amdahl

GRRL Staff Present: Amy Anderson, Tracy Dullinger, Karen Pundsack, Nichol Wojcik

ADOPTION OF AGENDA

Melissa Fee made a motion to adopt the agenda as presented. Seconded by Tina Diedrick, the motion carried unanimously.

APPROVAL OF MINUTES

Tina Diedrick made a motion to approve the July 16, 2024, Personnel Committee minutes as presented. Seconded by Lynn Grewing, the motion carried unanimously.

Bobby Kasper joined the meeting at 5:32 p.m.

PERSONNEL POLICY UPDATES

Following a few clarifying questions, Lynn Grewing made a motion to approve the Personnel policy updates as presented. Seconded by Melissa Fee, the motion carried unanimously.

Jacey Wallace joined the meeting at 5:35 p.m.

NEXT MEETING

The next Personnel Committee meeting is to be determined.

ADJOURNMENT

Jayne Dietz adjourned the meeting at 5:36 p.m.

Jacey Wallace, Chair



Human Resources Generalist Position Description Update

Submitted by Karen Pundsack, Executive Director
 Nichol Wojcik, Associate Director – Human Resources

BOARD ACTION REQUESTED

- Information
 Discussion
 Approve/Accept

RECOMMENDATION

Approve the updated Human Resources Generalist position description.

BACKGROUND INFORMATION

- Supporting Documents Attached

- Markup position description for the Human Resources Generalist

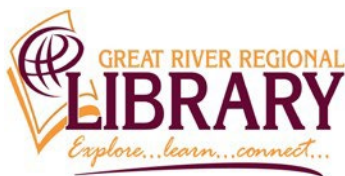
The Human Resources Generalist position is currently exempt under the Fair Labor Standards Act (FLSA). However, the pay grade the position falls in will not be compliant with new pay requirements as of January 1, 2025. The position needs to be reclassified as non-exempt effective January 1, 2025, to align with FLSA.

FINANCIAL IMPLICATIONS

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

ACTION

- Passed
 Failed
 Tabled



HUMAN RESOURCES GENERALIST

JOB SUMMARY

The Human Resources Generalist is responsible for a wide range of human resources functions including, but not limited to, recruiting, new hire onboarding, leave and benefits administration, employee training and development, and employee relations.

OUR COMMITMENT TO DIVERSITY AND INCLUSION

GRRL is committed to recruiting and retaining a diverse workforce and providing a work environment free from discrimination and harassment.

We seek to foster an environment of inclusion where all employees are treated respectfully and are valued for their strengths. Our work is guided by our values of providing exceptional customer service, being forward thinking and having a community focus that serves patrons from all socioeconomic, educational, literacy, and cultural backgrounds.

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 based on the needs of GRRL.

1. Assists with the recruitment process and applicant tracking system.
2. Administers employee leaves of absence according to GRRL policy.
3. Facilitates the onboarding process to ensure a positive experience for new hires.
4. Conducts and/or coordinates employee training related to strategic plan objectives and mandatory training programs.
5. Coordinates employee registrations and evaluations for training opportunities.
6. Coordinates the internship and mentoring program.
7. Plans and facilitates training events such as All Staff Day and Organizational Orientation.
8. Develops and maintains content and delivery of the on-line orientation program.
9. Coordinates the staff and volunteer recognition programs.
10. Provides personnel policy and procedure guidance to employees and management.
11. Supports Accounting and Human Resources by preparing reports for audits, union negotiations or other requests.
12. Maintains the confidentiality of personnel information.

MINIMUM QUALIFICATIONS

Our commitment to growth: GRRL is committed to helping our future and present staff develop preferred knowledge, skills and abilities.

A successful candidate will have:

- Positive attitude and strong work ethic
- Enjoy working with people from diverse backgrounds
- Organizational, interpersonal, and time management skills
- Ability to self-direct and work as a team member

- Ability to meet deadlines and follow instructions
- Ability to foster positive working relationships and an inclusive workplace
- A desire to learn and develop skills and abilities
- Ability to be flexible and adapt to changes

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration or related field
- Experience in human resources preferred

Required Knowledge, Skills and Abilities:

Diversity, Equity and Inclusion

- Commitment to promoting and sustaining a positive, equitable, diverse and inclusive workplace culture
- Ability and experience in collaborating with and managing working relationships across a diverse range of individuals and groups

Technical Knowledge

- Demonstrated proficiency with computer programs such as Microsoft Office including Excel
- Experience with HRIS systems
- Knowledge of state and federal regulations impacting HR administration

Communication, Interpersonal, and Customer Service

- Effective written and oral communication skills
- Strong customer service focus
- Team player, willing to do a variety of tasks in support of the department and team
- Ability to maintain confidential information and handle sensitive situations

Other Abilities

- Ability to manage multiple priorities and successfully meet deadlines
- Strong attention to detail and follow up

Scope of Work: Complex

Budget Responsibility: May monitor budget expenditures

Supervisory Responsibility: None

Scope of Relationships (internal): Regular contact with library staff regarding policies and procedures and to present training

Scope of Relationships (external): Occasional contact with benefit administrators and frequent contact with HRIS system administrators, vendors and job applicants

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Work is typically done in an office environment
- Frequently operates office equipment
- Remains in a stationary position for extended periods of time
- Occasionally moves around the library building

Department: Human Resources
Reports To: Associate Director, Human Resources
Union: Non-Union

Pay Grade: 21
FLSA Status: ~~Exempt~~ [Non-Exempt](#)

Date Approved: 09/17/2013

Date of Last Revision: 11/19/2013, 03/21/2017, 07/20/2021, 07/19/2022, [11/19/2024](#)

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 _____ Date _____

Printed Name _____