



1300 St. Germain Street West
St. Cloud, MN 56301
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Board of Trustees Special Session
Tuesday, July 29, 2025, 6:00 p.m.
St. Cloud Public Library Mississippi Bremer Room
Agenda

- | | |
|--|------|
| 1. Call to Order | 6:00 |
| 2. Accept Executive Director Resignation (verbal) (Requested Action – Accept) | 6:01 |
| 3. Transition & Search Committee Appointments (verbal) (Requested Action – Approve) | 6:05 |
| 4. Executive Director Search Plan Proposal (Requested Action – Approve) pg 3 | 6:10 |
| 5. Candidate Travel Expense Reimbursement Request (Requested Action – Approve) pg 5 | 6:25 |
| 6. Executive Director Compensation for Position Posting Request (Requested Action – Approve) pg 11 | 6:32 |
| 7. Next Meeting – August 19, 2025, Board Work Session | 6:39 |
| 8. Adjournment | 6:40 |



Executive Director Search Plan

Submitted by Nichol Wojcik, Associate Director – Human Resources

BOARD ACTION REQUESTED

☐ Information

☐ Discussion

☒ Approve/Accept

RECOMMENDATION

Approve the proposed search plan steps.

BACKGROUND INFORMATION

☒ Supporting Documents Attached

- Proposed Executive Director Search Plan

FINANCIAL IMPLICATIONS

Estimated Cost: N/A

Funding Source: N/A

Budgeted: ☐ Yes ☐ No ☒ N/A

ACTION

☐ Passed

☐ Failed

☐ Tabled

Executive Director Search Plan

- Step 1: GRRL Board special meeting
- A. Appoint Transition & Search Committee
 - B. Approve search plan
 - C. Approve funds for reimbursement of travel expenses
- Step 2: Transition & Search Committee approves posting and scoring criteria
- Step 3: Position is posted no later than August 4
- Step 4: Transition & Search Committee finalizes first round interview questions
- Step 5: Application window (2 weeks from posting date)
- Step 6: Associate Director – Human Resources scores applications
- Step 7: Schedule interviews
- Step 8: First round interviews, some may be virtual
- Step 9: Second round interviews, all must be in person
- Step 10: Associate Director – Human Resources completes reference checks for top candidate(s)
- Step 11: Transition & Search Committee makes recommendation to the GRRL Board for approval
- Step 12: Board approval/rejection of recommendation
- Step 12: Background check if board approves
- Step 13: Associate Director – Human Resources makes offer to candidate on behalf of the Board
- Tentative start mid-October



Candidate Travel Expense Reimbursement

Submitted by Nichol Wojcik, Associate Director – Human Resources

BOARD ACTION REQUESTED

☐ Information ☐ Discussion ☒ Approve/Accept

RECOMMENDATION

Approve reimbursement of candidate expenses, up to \$1,000 per candidate, if travel to St. Cloud is required for final interviews.

BACKGROUND INFORMATION

☒ Supporting Documents Attached

- Personnel Policy Chapter 2B.8 Executive Director Transition Plan

Per policy, the Associate Director – Human Resources is to coordinate the reimbursement of candidate expenses.

FINANCIAL IMPLICATIONS

Estimated Cost: Will depend on the Transition & Search Committee's recommendation of final candidates.

Funding Source: HRIS fund 10.00.4200.290

Budgeted: ☐ Yes ☒ No ☐ N/A

ACTION

☐ Passed ☐ Failed ☐ Tabled

200 Personnel

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 make up 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

Reviewed Date: 07/16/24



Executive Director Compensation for Position Posting

Submitted by Nichol Wojcik, Associate Director – Human Resources

BOARD ACTION REQUESTED

☐ Information
 ☐ Discussion
 ☒ Approve/Accept

RECOMMENDATION

Approve a pay range of \$109,920.20 – \$126,680.74 for the Executive Director job posting.

BACKGROUND INFORMATION

☒ Supporting Documents Attached

- GRRL 2025 Pay Range with Quartiles

We are required by Minnesota Statute to post the pay range for any job posting. Personnel policy 3B.4 Pay Upon Hire states:

New employees will generally be hired at the minimum of the appropriate pay grade for the positions. The Executive Director, or in this case the Board of Trustees, may authorize a starting rate of pay up to the midpoint of the appropriate pay grade. Such authorizations shall be made on the basis of prior comparable experience or changing market conditions.

FINANCIAL IMPLICATIONS

Estimated Cost: \$109,920.20 – \$126,680.74

Funding Source: Payroll Budgeted: ☒ Yes ☐ No ☐ N/A

ACTION

☐ Passed
 ☐ Failed
 ☐ Tabled

**Great River Regional Library
2025 Pay Range**

Pay Grade	Classification	Minimum Quartile 1	Beginning of Quartile 2	Beginning of Quartile 3	Beginning of Quartile 4	Maximum
37	Executive Director	\$52.85	\$56.87	\$60.90	\$64.79	\$68.96
29	Associate Director Accounting Associate Director Collection Development Associate Director Human Resources Associate Director Information Technology	\$35.77	\$38.49	\$41.22	\$43.94	\$46.67
25	Communications & Development Coordinator Patron Services Supervisor/Lead PSS	\$29.43	\$31.68	\$33.92	\$36.16	\$38.40
24	Circulation & Distribution Coordinator Computer Systems Analyst Patron Services Coordinator Technical Services Coordinator Web Developer	\$28.03	\$30.16	\$32.30	\$34.43	\$36.57
23	Collection Development Librarian Patron Services Librarian Patron Services Specialist Technical Services Librarian	\$26.89	\$28.87	\$30.86	\$32.84	\$34.82
21	Human Resources Generalist Library Services Coordinator Payroll Generalist	\$24.20	\$26.05	\$27.90	\$29.75	\$31.60
18	Graphic Designer Senior Circulation Assistant Senior Distribution Assistant Senior Library Assistant	\$20.93	\$22.52	\$24.10	\$25.69	\$27.28
16	Administrative Assistant Communications & Development Assistant Computer Support Technician Library Assistant Library Associate Purchasing Specialist Technical Services Assistant	\$18.98	\$20.42	\$21.86	\$23.31	\$24.75
13	Custodian	\$16.40	\$17.64	\$18.89	\$20.13	\$21.37
10	Collection Development Clerk Driver Technical Services Clerk	\$14.16	\$15.24	\$16.32	\$17.40	\$18.47
9	Senior Library Aide	\$13.50	\$14.52	\$15.54	\$16.56	\$17.58
8	Distribution Aide Circulation Aide Library Aide Summer Aide	\$12.84	\$13.82	\$14.79	\$15.77	\$16.74