



1300 St. Germain Street West
St. Cloud, MN 56301
320-650-2500 griver.org

Board of Trustees Personnel Committee Meeting
Tuesday, March 17, 2026, 5:30 p.m.
St. Cloud Public Library Mississippi Room
Agenda

1. Call to Order 5:30
2. Adopt/Amend Agenda 5:31
3. Elect Personnel Committee Chairperson (verbal) 5:32
4. GRRL Policy Updates & New Policy pg 3 5:33
 - 4.1 Chapter 2H. Staff Development ([Requested Action – Approve](#)) pg 5
 - 4.2 Chapter 4A.4 PTO Credit for Applicable Experience within Field ([Requested Action – Approve](#)) pg 9
5. New Collection & Technical Services Clerk Position Description ([Requested Action – Approve](#)) pg 11 5:38
6. Position Descriptions Pay Grade Updates ([Requested Action – Approve](#)) pg 23 5:42
7. Next Meeting – To Be Determined 5:44
8. Adjourn 5:45



Personnel Policy Updates & New Policy

Submitted by Nichol Wojcik, Associate Director – Human Resources

BOARD ACTION REQUESTED

Information

Discussion

Approve/Accept

RECOMMENDATION

Approve updates to 200 Personnel Policy Chapters 2H, 2H.1 and 4A.4
Approve new 200 Personnel Policy Chapter 2H.2

BACKGROUND INFORMATION

Supporting Documents Attached:

- Policy Chapters 2H & 2H.1 in markup version & clean versions; new Policy Chapter 2H.2
- Policy Chapter 4A.4 in markup & clean versions

FINANCIAL IMPLICATIONS

Estimated Cost: N/A

Funding Source: N/A

Budgeted: Yes No N/A

ACTION

Passed

Failed

Tabled

200 Personnel

Chapter 2H. Staff Development

Continuing education of the library staff is vital to effective service to the public and efficient use of tax money. The Board of Trustees encourages the development of each employee to the fullest potential. To encourage employee development, the library may, if budget allows, reimburse an employee for expenses incurred in obtaining approved training, which is related to the employee's present or future job responsibilities.

At the discretion of the Executive Director, employees will be encouraged to attend various kinds of training sessions, with ~~time off with~~ pay and may be reimbursed for tuition and travel within the library's budget ~~ed ability to pay~~.

Staff must consult their Patron Services Supervisor or Associate Director prior to signing up for non-GRRL sponsored webinars, regardless if there is no cost involved. For training that requires a registration fee, staff must obtain approval from Human Resources prior to registration. Failure to obtain approval prior to registration will result in staff not being paid for their time or having expenses reimbursed. GRRL reserves the right to deny training requests based on several factors, including but not limited to, funds available and relevance to staff's job duties and responsibilities.

Expense reimbursement is made pursuant to personnel policy 2H.2 Conference Attendance, Registration and External Funding.

Approved Date: 07/11/00

Revised Date: ~~05/14/02~~, 05/13/03, 03/17/26

Reviewed Date: 09/17/24

2H.1 Professional Meetings

Staff members will be encouraged to attend Minnesota Library Association meetings and other professional meetings that relate to the job the staff member is performing. The Executive Director and Human Resources will determine when it is appropriate for GRRL to send staff to professional meetings. Reimbursement will be made pursuant to personnel policy 2M. Travel.

~~So far as possible, the library will reimburse for actual expenses.~~

Approved Date: 07/11/00

Revised Date: ~~05/14/02~~, 11/10/09, 03/17/26

Reviewed Date: 09/17/24

2H.2 Conference Attendance, Registration, and External Funding

Staff may voluntarily choose to attend professional meetings or events on their own time and at their own expense. GRRL will not reimburse any registration fees, travel costs, lodging, meals, or other expenses, nor will employees be compensated for time spent attending or traveling to and from the event unless advance approval has been granted designating the event as work time.

Attendance at conferences or seminars will be considered work time only when staff members have received prior approval from Human Resources. Approval must be obtained before any registration is completed, regardless of whether the event is paid for by the employer or an external entity. In addition, staff may not apply for, accept, or pursue any scholarship, grant, sponsorship, or other external funding to attend a conference, seminar, workshop, or similar event in their official capacity without prior written consent from Human Resources or the Executive Director.

GRRL reserves the right to deny training requests based on several factors, including but not limited to, funds available, relevance to staff's job duties and responsibilities and attendance at previous trainings.

Approved Date: 03/17/26

200 Personnel

Chapter 2H. Staff Development

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Revised Date: 05/13/03, 03/17/26

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Approved Date: 07/11/00

Revised Date: 11/10/09, 03/17/26

Reviewed Date: 09/17/24

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GRRL reserves the right to deny training requests based on several factors, including but not limited to, funds available, relevance to staff's job duties and responsibilities and attendance at previous trainings.

Approved Date: 03/17/26

200 Personnel

4A.4 PTO Credit for Applicable Experience ~~Within~~within Field

Persons newly hired or promoted to positions compensated at pay grade 21 or higher may receive additional PTO credit for prior full-time employment in the same field as the position to which they are being hired or promoted, provided there has been no break in employment for more than one (1) year immediately prior to entering GRRL service. ~~who have been employed on a full time basis in their respective fields, with less than one (1) year break in employment prior to entering GRRL service, and upon proper verification, may receive added PTO credit for this employment.~~ Such prior employment must be properly verified. ~~This~~The amount of PTO credit granted shall not exceed five (5) years.

Part-time employment below pay grade 10 counts toward PTO credit if an employee is appointed to a full-time position without a break in service.

Approved Date: 09/16/08

Revised Date: ~~11/10/09~~, 03/17/15, 03/17/26

Reviewed Date: 01/21/25

4A.4 PTO Credit for Applicable Experience within Field

Persons newly hired or promoted to positions compensated at pay grade 21 or higher may receive additional PTO credit for prior full-time employment in the same field as the position to which they are being hired or promoted, provided there has been no break in employment for more than one (1) year immediately prior to entering GRRL service. Such prior employment must be properly verified. The amount of PTO credit granted shall not exceed five (5) years.

Part-time employment below pay grade 10 counts toward PTO credit if an employee is appointed to a full-time position without a break in service.

Approved Date: 09/16/08

Revised Date: 03/17/15, 03/17/26

Reviewed Date: 01/21/25



New Collection & Technical Services Clerk Position Description

Submitted by Nichol Wojcik, Associate Director – Human Resources and Jami Trenam, Associate Director – Collection Development

BOARD ACTION REQUESTED

- Information
 Discussion
 Approve/Accept

RECOMMENDATION

Approve the new Collection & Technical Services Clerk position description.

BACKGROUND INFORMATION

Supporting Documents Attached:

- Markup and clean position descriptions for Collection & Technical Services Clerk
 - Collection Development Clerk – replaced
 - Technical Services Clerk – replaced

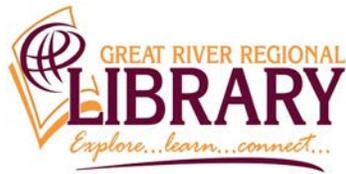
We combined the Collection Development and Technical Services Clerk positions into a Collection & Technical Services Clerk. This will help provide cohesion between the departments, the ability to cross-train staff, and more flexibility for staff to provide assistance in either department as needed.

FINANCIAL IMPLICATIONS

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

ACTION

- Passed
 Failed
 Tabled



COLLECTION & TECHNICAL SERVICES ~~COLLECTION~~ ~~DEVELOPMENT~~ CLERK

JOB SUMMARY

The Collection & Technical Services ~~Development~~ Clerk finds and ~~tracks requested~~ ~~requests~~ library materials for patrons, ~~prepares when the item is not part of GRRL's collection~~ and ~~repairs library materials for patrons~~ ~~sends items from GRRL's collection to~~ ~~check out.~~ ~~other libraries and agencies who request them.~~

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. Searches, ~~tracks and requests online for requested~~ materials ~~online~~.
- ~~2. Requests materials either from GRRL or from other libraries or agencies.~~
- ~~3. Enters data into the computer to track library materials that are requested.~~
- ~~4.~~ 2. Helps keep library materials and the catalog up to date.
- ~~5.~~ 3. Supports the librarians by locating online reviews about requested materials and evaluating donated materials.
- ~~6.~~ 4. Sends notices to patrons or other libraries regarding ~~charges for~~ unreturned materials.
5. Receives and prepares new library materials for patron use.
6. Repairs damaged library materials.
7. Processes incoming and outgoing mail.
8. Fills supply requests for the region and maintains a supply inventory.

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: High school diploma or equivalent

Required Knowledge, Skills and Abilities:

- Strong organizational skills with attention to detail
- Computer skills to use email, research online, enter data
- Ability to do routine work and follow instructions
- Ability to complete manual and repetitive tasks accurately and neatly
- Effective communication skills, written and verbal

Complexity of Work: ~~Routine~~ ~~General~~

Budget Responsibility: None

Supervisory Responsibility: None

Supervision Received: General

Scope of Relationships (internal): Contact with staff for informational purposes

Scope of Relationships (external): Email contact with patrons and other libraries or agencies [and contact with vendors to order supplies](#)

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Work is typically done in an office environment
- [Occasionally may work on the loading dock](#)
- Frequently operates office and library equipment
- Remains in a stationary position for extended periods of time
- Occasionally moves library books and materials up to 19 pounds; infrequently up to 50 pounds
- Occasionally moves carts loaded with library materials
- Occasionally moves around the library building

Department: Collection Development [or Technical Services](#)/GRRL **Pay Grade:** 10
Reports To: Collection Development Librarian, [Technical Services Librarian](#) or **FLSA Status:** Non-Exempt
 Technical Services Coordinator
Union: General Unit
Date Approved: [03/05/01/2001](#)
Date of Last Revision: ~~11/19/2013, 01/20/2015, 09/19/2017, 05/17/2026~~ [2022, 01/16/2024](#)

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.

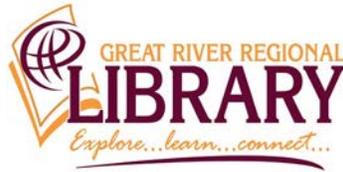
GRRL is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. GRRL will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with GRRL.

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

Employee _____

Date _____

Printed Name _____



COLLECTION & TECHNICAL SERVICES CLERK

JOB SUMMARY

The Collection & Technical Services Clerk finds and tracks requested library materials for patrons, prepares and repairs library materials for patrons to check out.

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. Searches, tracks and requests materials online.
2. Helps keep library materials and the catalog up to date.
3. Supports the librarians by locating online reviews about requested materials and evaluating donated materials.
4. Sends notices to patrons or other libraries regarding unreturned materials.
5. Receives and prepares new library materials for patron use.
6. Repairs damaged library materials.
7. Processes incoming and outgoing mail.
8. Fills supply requests for the region and maintains a supply inventory.

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: High school diploma or equivalent

Required Knowledge, Skills and Abilities:

- Strong organizational skills with attention to detail
- Computer skills to use email, research online, enter data
- Ability to do routine work and follow instructions
- Ability to complete manual and repetitive tasks accurately and neatly
- Effective communication skills, written and verbal

Complexity of Work: Routine

Budget Responsibility: None

Supervisory Responsibility: None

Supervision Received: General

Scope of Relationships (internal): Contact with staff for informational purposes

Scope of Relationships (external): Email contact with patrons and other libraries or agencies and contact with vendors to order supplies

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Work is typically done in an office environment
- Occasionally may work on the loading dock
- Frequently operates office and library equipment
- Remains in a stationary position for extended periods of time
- Occasionally moves library books and materials up to 19 pounds; infrequently up to 50 pounds
- Occasionally moves carts loaded with library materials
- Occasionally moves around the library building

Department: Collection Development or Technical Services/GRRL **Pay Grade:** 10
Reports To: Collection Development Librarian, Technical Services Librarian or Technical Services Coordinator **FLSA Status:** Non-Exempt
Union: General Unit
Date Approved: 03/17/2026

ACKNOWLEDGEMENT

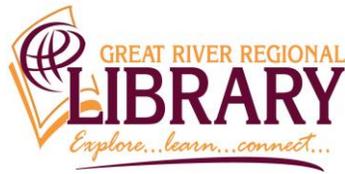
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Employee signature below indicates employee's understanding of the duties and requirements of the position.

Employee _____ Date _____

Printed Name _____



COLLECTION DEVELOPMENT CLERK

JOB SUMMARY

The Collection Development Clerk finds and requests library materials for patrons when the item is not part of GRRL's collection and sends items from GRRL's collection to other libraries and agencies who request them.

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. Searches online for requested materials.
2. Requests materials either from GRRL or from other libraries or agencies.
3. Enters data into the computer to track library materials that are requested.
4. Helps keep library materials and the catalog up to date.
5. Supports the librarians by locating online reviews about requested materials and evaluating donated materials.
6. Sends notices to patrons or other libraries regarding charges for unreturned materials.

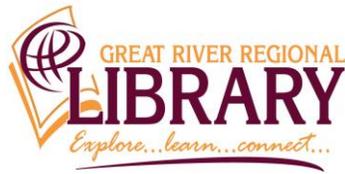
MINIMUM QUALIFICATIONS

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: High school diploma or equivalent



TECHNICAL SERVICES CLERK

JOB SUMMARY

The Technical Services Clerk prepares library materials for patrons to checkout.

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. Receives and prepares new library materials for patron use.
2. Repairs damaged library materials.
3. Helps keep library materials and the catalog up to date.
4. Processes incoming and outgoing mail.
5. Fills supply requests for the region and maintains a supply inventory.

MINIMUM QUALIFICATIONS

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- 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: High school diploma or equivalent

Required Knowledge, Skills and Abilities:

- Strong attention to detail
- Basic computer skills
- Ability to do routine work and follow instructions
- Ability to complete manual and repetitive tasks accurately and neatly

Complexity of Work: Routine

Budget Responsibility: None

Supervisory Responsibility: None

Supervision Received: General

Scope of Relationships (internal): Contact with staff for informational purposes

Scope of Relationships (external): Contact with vendors to order supplies

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Work is typically done in an office environment with occasional work on the loading dock
- Frequently operates office and library equipment
- Remains in a stationary position for extended periods of time, occasionally moves around the library building
- Frequently moves library books and materials up to 19 pounds; infrequently up to 50 pounds
- Frequently moves carts loaded with library materials

Department: Technical Services/GRRL

Pay Grade: 10

Reports To: Technical Services Librarian

FLSA Status: Non-Exempt

Union: General Unit

Date Approved: 05/01/2001

Date of Last Revision: 11/19/2013, 01/20/2015, 09/19/2017, 07/19/2022, 01/16/2024

ACKNOWLEDGEMENT

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Position Description Pay Grade Updates

Submitted by Nichol Wojcik, Associate Director – Human Resources

BOARD ACTION REQUESTED

- Information
 Discussion
 Approve/Accept

RECOMMENDATION

Allow Human Resources to make the needed pay grade changes to all existing position descriptions without bringing them to the Board for review.

BACKGROUND INFORMATION

- Supporting Documents Attached:

All job descriptions except for the Aides and Executive Director will need an update to move the pay grade up two levels. This is a result of implementing the recommended pay grade changes from the DDA compensation study. No other changes would be made to descriptions without the Board first reviewing and approving them.

FINANCIAL IMPLICATIONS

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

ACTION

- Passed
 Failed
 Tabled