



Great River Regional Library  
1300 W. St. Germain  
St. Cloud, Minnesota 56301  
Tel. 320.650.2500 Fax 320.650.2501

**Library Board of Trustees Personnel Committee Meeting  
Thursday, March 19, 2008 -- 6:30 p.m.  
St. Cloud Public Library**

1. Call to Order
2. Adoption/Amendment of Agenda
3. Minutes of January 20, 2009, meeting
4. Position Description(s) (Approval)
  - 4.1 Office Assistant (Update)
  - 4.2 Driver (Update)
  - 4.3 Other
5. Next Meeting – May 12, 2009, at 6:00 p.m. (Director's Closed Review Session)
6. Adjournment

**GREAT RIVER REGIONAL LIBRARY  
PERSONNEL COMMITTEE MINUTES  
January 20, 2009**

A meeting of the Great River Regional Library (GRRL) Personnel Committee was held Tuesday evening, January 20, 2009. The meeting was called to order at 6:30 p.m. by Vince Schaefer.

Members Present:

Robert Hare  
Bernice Berns  
Louise Kuester  
John Meuers  
Gerald Ruda  
Pat Sawatzke  
Vince Schaefer

Members Excused:

GRRL Staff Present:

Joan Allen  
Mic Golden  
Bill Hecht  
Julie Henne  
Sunny Hesse  
Karla Kraft  
Verne Oleksowicz  
Jay Roos  
Kirsty Smith  
Linda Treb  
Diane Vosen  
Patricia Waletzko

GRRL Staff Excused:

**APPROVAL OF AGENDA**

Louise Kuester moved to approve the agenda. Motion seconded by Vince Schaefer and carried unanimously.

**APPROVAL OF MINUTES**

John Meuers moved to approve the minutes of November 18, 2008. Motion seconded by Louise Kuester and carried unanimously.

**SUMMARY OF POLICY CHANGES**

A summary was presented for Policy Changes due to the implementation of PTO on January 1, 2009.

**POSITION DESCRIPTIONS**

Robert Hare moved to approve the position descriptions individually. Seconded by Gerry Ruda, the motion carried unanimously.

Reference Specialist – Motion made by Robert Hare to approve the updated position description. Louise Kuester seconded the motion which carried unanimously.

Inter-Library Loan Assistant – Robert Hare moved to approve the updated position description. Motion seconded by Gerry Ruda and carried unanimously.

Administrative Assistant – Louise Kuester moved to approve the updated position description. The motion seconded by Gerry Ruda carried unanimously.

## **PERSONNEL POLICY REVISIONS**

John Meuers moved to approve the update on employee lockers. Seconded by Louise Kuester, the motion carried unanimously.

Motion made by Pat Sawatzke to approve the new criminal background checks with an amendment to include all new employees. Gerry Ruda seconded the motion which carried unanimously.

Pat Sawatzke moved to approve the update for dismissal from library service. Motion seconded by John Meuers carried unanimously with the exception of Robert Hare being opposed.

Motion by Gerry Ruda to approve the employee discipline update with an amendment allowing 10 business days rather than 7 calendar days. Seconded by Louise Kuester, the motion carried unanimously.

Motion made by Robert Hare to approve the updated Annual Pay for Performance. Gerry Ruda seconded, the motion carried unanimously.

## **REQUEST FOR REDUCTION OF HOURS**

Robert Hare made a motion to approve the Richmond Branch Manager's reduction of hours. Motion seconded by Louise Kuester carried unanimously.

## **NEXT MEETING**

The Great River Regional Library Board of Trustees announced that the March 19, 2009, Personnel Committee Meeting will take place at 6:00 p.m. in the Mississippi Room at the St. Cloud Library.

## **ADJOURNMENT**

Motion made by John Meuers to adjourn the meeting 7:10 p.m. Seconded by Gerry Ruda, the motion carried unanimously.

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Personnel Committee Chair, Great River Regional Library

**GREAT RIVER REGIONAL LIBRARY  
POSITION DESCRIPTION**

<b>Classification:</b>	<del>Office-Finance</del> Assistant	<b>Career Ladder:</b>
<b>Department/Location:</b>	Finance	Library Assistant 2
<b>Range:</b>	5	Range 8 positions
<b>Reports to:</b>	Finance Coordinator	Branch Manager
<b>Status:</b>	Non-exempt	Finance Coordinator
<b>Date Approved:</b>	5-1-01	
<b>Date Revised:</b>	7-1-02, 2-25-05, 7-11-06, 07-08-08, <del>03-19-09</del>	

**Position Summary:**

Under direct supervision, the position of ~~Office-Finance~~ Assistant exists to assist the Finance Coordinator in the general operations of the finance office.

**Education/Experience:**

Completion of high school or equivalent formal education. One year of secondary training in bookkeeping and computers. Two years experience directly related to the duties and responsibilities specified.

**Essential Job Duties:**

**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.**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Essential Job Duties	Recommended %
1. Counts money from branch libraries, maintains receipt records and prepares bank deposit to ensure accurate recording of these funds.	25%
2. Processes the electronic timecards of hours to provide accurate information to be used in the production of payroll checks. Records other paid time and distributes checks.	25%
3. Produces vouchers and expense checks for telephone bills and maintains records of these transactions.	10%
4. Reconciles expense bank account to be in compliance with audit requirements.	10%
5. Enters and balances invoices in the accounting software system.	2%
6. Files vouchers and payroll forms to be in compliance with GRRL's records retention schedule.	5%
7. Performs certain tasks for the Finance Coordinator in his/her absence (including, but not limited to, trips to the bank and suppliers, initiating money transfers and preparing and sending payroll transmissions).	3%
8. Prepares vouchers for GRRL trustee and employee reimbursement related to meetings and mileage.	5%
9. Produces refund checks to patrons. Produces miscellaneous petty cash expenses.	5%
10. Demonstrates actions that safeguard confidentiality of financial and personnel records and information throughout the Library system.	10%

**Non-Essential Job Duties:**

None.

**Qualifications:**

The requirements listed below are representative of the qualities, knowledge, skill, and/or ability required to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to perform and use the following proficiently and accurately - data entry, word processing, database and other software applications, e-mail and Internet to produce payroll, accounting, files, records, forms, reports and other documents.
2. Ability to pay attention to detail, completeness, accuracy and compliance with established policies and procedures to satisfactorily perform accounting office duties.
3. Ability to utilize knowledge of general bookkeeping methods, office terminology and procedures and records maintenance skills.
4. Ability to operate a variety of office and library equipment including computer and printer, software programs, calculator, photocopier and fax machines.

**Language Skills:**

Must be able to read, write, give, follow and comprehend verbal and written instructions. Must have effective oral and written communication skills to communicate productively with staff and library users.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described on the attached Physical Demands Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Acceptance Statement**

I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position Office Assistant at GRRL and, if employed, I certify that I can and will perform the essential and non-essential functions of the position. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and does not indicate a written or implied contract of employment.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**GREAT RIVER REGIONAL LIBRARY  
POSITION DESCRIPTION**

<b>Classification:</b>	<b>Driver</b>	<b>Career Ladder:</b>
<b>Department/Location:</b>	<b>Circulation/Distribution</b>	<b>Custodian</b>
<b>Range:</b>	<b>3</b>	<b>Library Assistant 2</b>
<b>Reports to:</b>	<b>Regional Coordinator, Circulation/Distribution</b>	<b>Library Assistant 3</b>
<b>Status:</b>	<b>Non-Exempt</b>	<b>Circ/Distribution Supervisor</b>
<b>Date Approved:</b>	<b>5-1-01</b>	
<b>Date Revised:</b>	<b>7-1-02, 09-16-08, <u>03-19-09</u></b>	

**Position Summary:**

Under direct supervision, the position of Driver in Circulation/Distribution exists to perform a variety of duties related to the delivery of library materials.

**Education/Experience:**

Completion of high school or equivalent formal education.

**Essential Job Duties:**

**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.**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

<b>Essential Job Duties</b>	<b>Recommended %</b>
1. Drives delivery van following an established schedule. Delivers library materials to branches and HQ to ensure safe and timely delivery of requests and other items.	85
2. Loads and unloads materials for deliveries to ensure that all delivery items arrive at their correct destination.	10
3. Keeps written records related to vehicle performance and maintenance to ensure safe vehicle operation and to extend the life of the vehicles to reasonable operational limits.	1
4. Arranges for routine maintenance of vehicles and reports to the <del>Deputy Director</del> <u>Regional Coordinator of Circulation/Distribution</u> on the condition of vehicles to ensure safe operation within established maintenance criteria.	1
5. Performs regular custodial duties on the interior of vehicles and washes vehicle as needed to ensure that the library is perceived in a positive fashion.	1
6. Substitutes for other drivers as needed.	1
7. Completes other deliveries and vehicle transportation as required.	1

**Non-Essential Job Duties:**

1. Performs minor vehicle repairs to keep vehicles in good operating condition.

**Qualifications:**

The requirements listed below are representative of the qualities, knowledge, skill, and/or ability required to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Possession of a valid Minnesota's driver's license and the ability to maintain a good driving record by following traffic laws and regulations to ensure safe operation of library vehicles.
2. Ability to operate a delivery van on assigned routes skillfully, safely and in accordance with traffic laws and regulations to ensure safe and timely operation.
3. Ability to apply knowledge of the basic operation and maintenance requirements of library vehicles to ensure that maintenance requirements are met.
4. Ability to organize delivery bags so materials are delivered to their proper destination.
5. Ability to perform minor vehicles repairs to keep vehicle operation safe and timely.

**Language Skills:**

Must be able to read, write, give, follow and comprehend verbal and written instructions. Must have effective oral and written communication skills to communicate productively with staff and library users.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described on the attached Physical Demands Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Acceptance Statement**

I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of Driver at GRRL and, if employed, I certify that I can and will perform the essential and non-essential functions of the position. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and does not indicate a written or implied contract of employment.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date