



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
Tuesday, May 12, 2009 -- 6:30 p.m.
St. Cloud Public Library

1. Call to Order
2. Adoption/Amendment of Agenda
3. Minutes of March 19, 2009, meeting
4. Kirstaine A. Smith, Director, Annual Performance Review **(Closed Session)**
5. Staffing Changes in Technical Services **(Requested action – Approve)**
6. Next Meeting – June 9, 2009 at 6:30 p.m.
7. Adjournment

**GREAT RIVER REGIONAL LIBRARY
PERSONNEL COMMITTEE MINUTES
March 19, 2009**

A meeting of the Great River Regional Library (GRRL) Personnel Committee was held Thursday evening, March 19, 2009. The meeting was called to order at 6:38 p.m. by Bernie Burke.

<u>Members Present:</u>	<u>Members Excused:</u>	<u>GRRL Staff Present:</u>	<u>GRRL Staff Excused:</u>
Bernice Berns	Robert Hare	Joan Allen	
Bernie Burke	Gerald Ruda	Mic Golden	
Louise Kuester	Vince Schaefer	Bill Hecht	
John Meuers		Sunny Hesse	
Pat Sawatzke		Karla Kraft	
		Janie LaBree	
		Verne Oleksowicz	
		Jay Roos	
		Kirsty Smith	
		Linda Treb	
		Diane Vosen	
		Patricia Waletzko	

APPROVAL OF AGENDA

Bernice Berns moved to approve the agenda. Motion seconded by John Meuers and carried unanimously.

APPROVAL OF MINUTES

John Meuers moved to approve the minutes of January 20, 2009, with the change of Janie LaBree being in attendance. Motion seconded by Louise Kuester and carried unanimously.

POSITION DESCRIPTIONS

Pat Sawatzke moved to approve the updated position descriptions of Office Assistant and Driver. Motion seconded by John Meuers and carried unanimously.

NEXT MEETING

The Great River Regional Library Board of Trustees announced that the May 12, 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 Bernice Berns to adjourn the meeting at 6:58 p.m. Seconded by Louise Kuester, the motion carried unanimously.

Personnel Committee Chair, Great River Regional Library



Recommendation for Staffing Changes Technical Services

A recent audit of the workload in Technical Services indicated the need to reallocate budgeted hours by position. This reallocation of hours impacts the department in the following way:

1. Reduction of Library Assistant II Hours by eight (8)
2. Increase in Clerk 2 Hours by four (4)
3. Increase in Library Aide Hours by thirteen (13)

Per Policy 2C.5.Reduction of Hours, we request approval by the BOT to reduce the hours of the Library Assistant II position in Technical Services.

Technical Services currently has two (2) 40-hour Library Assistant II positions. Based on the expressed willingness of Carol Alberts, her scheduled hours will be reduced to 32. Carol will retain her benefit eligibility on this schedule. The allocation of the Clerk 2 and Library Aide hours has not yet been determined pending approval of this change by the board.

2C.5 Reduction of Hours

When public interest dictates, the Board of Trustees can authorize the Director to temporarily or permanently reduce the hours of a position or group of positions or any combination of staff. The employer will give twenty-eight (28) days notice to employees whose hours are to be reduced except in an emergency.

Approved Date: 5/08/07
Effective Date: 6/04/07
Revised Date: