

Human Resources Meeting

March 30, 2021

Call to Order/Roll Call

Chairperson Maria Rector called the meeting to order at 10:00 AM at the library. Also present were Dianne Allendorf and Jenna Diedrich, Library Director.

Public Comments

Approval of Minutes

The motion was made and seconded to approve the minutes of the January 21, 2021 meeting. Motion carried.

Development of Director Orientation

Jenna distributed an outline for the proposed orientation packet. It will be formatted similar to the Trustee Orientation Notebook. The main headings included: Board/Director Relations; Policy & Procedure; Administration; Financial/Budget; Continuing Education; Friends of GPL; Building; Capital Improvements; Historical Room; Planning.

As with the Trustee Notebook, there will be links to some information (e.g. legal citations) and definitions of important terms (e.g. policies vs. procedures, resolutions, ordinances, etc.) will be included. The committee felt that a lot of what might seem like basic information needed to be included as a new hire might not necessarily have experience or background working in a district library.

Changes suggested to the outline presented included: 1) Change the title of Planning to Community; 2) Add Audit and Monthly Financial Statements to the Financial/Budget section; 3) Add Lawn Care to Building; 4) Add a Legal section to include information such as OMA, FOIA, etc.; 5) Add Board Election under the Board/Director Relations section.

Items for Next Agenda

The next meeting was not scheduled at this time to give Jenna time to work on what specifically will be included in each section. The committee feels the Director Orientation packet is a low priority at this time with so many other projects going on at the library and for Jenna.

Adjournment

The motion was made and seconded to adjourn the meeting at 10:25 AM. Motion carried.

Respectfully submitted,
Dianne Allendorf
Recording Secretary