

## Human Resources

August 21, 2024

Draft

### Call to Order

Chairperson Rector called the meeting to order at 9:04am

Trustees present by roll call: Emily Sprengelmeyer, Alison Vanderpool, Maria Rector.

Also present: Jenna Diedrich, Library Director

### Public Comments

None

### Approval of February 3, 2022

Sprengelmeyer moved to approve the February 3, 2022 minutes. Vanderpool seconded. Motion passed unanimously.

### Employee Handbook

Diedrich reached out to HR Source to review the Employee Handbook. HR Source regularly reviews handbooks and ensures they are up to date with current legislation. They have a team of HR and legal professionals. Diedrich received the handbook from HR with suggested revisions. The HR committee will review these changes, identify any questions, which Diedrich will bring back to HR Source. Diedrich has a scheduled Zoom meeting with HR Source.

The committee reviewed sections one through three. Below are items that stood out and will be presented to HR Source. Diedrich will discuss each of these with HR Source.

#### *Section 1*

- Hours of Operation: “library shall normally be....” Rector thought this was worded strangely.

#### *Section 2*

- Sexual harassment item number three: “...should immediately submit a complaint to the Director or any other supervisor.” GPL does not have any other staff with supervisory roles. Current staff would most likely go to Lenstra.
- Sexual harassment item number seven: “....complaint must be filed within 300 days of the alleged incident(s), unless it is a continuing offense.” Vanderpool requested clarification on what this means.
- Whistleblower: there is a typo in second paragraph, first sentence: “reporitng” should be “reporting”
  - Guidance piece was added. Rector inquired who fulfills the role of “auditor” as referenced. The Director or if the director is unavailable then the Board President.
- Attendance: Sprengelmeyer appreciated that punctuality was added.

- The last bullet point states “doctor’s report,” which the committee thought sounded invasive. Other language that was suggested was “documentation,” “doctor’s note,” or “doctor’s release.” The word report is open ended. An employee could return with a visit summary and not an actual release.
- Employee Complaint Procedure: there is a typo in number four. The word “compliant” should be complaint. In the edited version there is a note regarding transparency and that the board is not obligated to review all appeals. The committee did not think that this section properly explained that. Should the note be included in the handbook?
  - The “Board of Directors” should be “Board of Trustees.”
- Identify Protection Plan: No questions from the committee. This section had expansive edits due to the changes/revisions of the statute.
- Library Confidentiality Act: Another section that had many edits to better inform employees of the law. Previously, this section referenced the statute assuming employees would read it.
- Termination: Sprengelmeyer inquired about the process for exit interviews. Diedrich stated she offers an exit interview to all employees. Rarely does someone accept it. Sprengelmeyer suggested that exit interviews be scheduled for the last working day instead of leaving it up to staff to accept an offer. It could be a barrier if staff has to take the initiative. Vanderpool suggested a survey for those who may not want to engage in an interview. An exit interview with the whole committee could be overwhelming. The committee suggested that the employee meet with any member of the HR Committee. Historically, meeting with the chair was the preferred option, but they may not always be available on the employee’s last day.

Due to time constraints, the committee will have a follow-up meeting to discuss the remainder of the revisions to the handbook. Members will review and bring questions to the next meeting.

The next meeting will be August 26, 2024 at 9am.

Rector adjourned the meeting at 9:56am.

Respectfully submitted,  
Jenna Diedrich  
Library Director