



REQUEST FOR COUNCIL ACTION

AGENDA DATE: March 14, 2022
AGENDA ITEM: Accept the resignation of Amanda Watkins.
PREPARED BY: Lynn DeGrio

BACKGROUND:

Amanda Watkins was hired on June 15, 2021 as Public Services Clerk I at the Grand Rapids Area Library. She has submitted her notice of resignation effective March 21, 2022. In her resignation letter Amanda stated, *“I’ve thoroughly enjoyed working with the community through the library, and the opportunity to use my knowledge of books and authors, library services, and our area, to help others.”*

Amanda’s resignation was accepted by the Library Board at their March 9, 2022 meeting with gratitude.

We would like to hire Jennifer Winkelman as a temporary employee through Personnel Dynamics at a rate of \$17.00 per hour until the position can be filled. City staff will begin the process of filling the vacancy by advertising and interviewing. We will come back to the City Council at a later date with a recommendation.

REQUESTED COUNCIL ACTION:

Make a motion to accept the resignation of Amanda Watkins from the position of Public Services Clerk I at the Grand Rapids Area Library, hire Jennifer Winkelman on a temporary basis through Personnel Dynamics at a rate of \$17.00 per hour and authorize City staff to begin the process of filling the vacancy.