



# MEAD PUBLIC LIBRARY HR COMMITTEE MEETING

**July 15, 2025 at 5:30 p.m.**

**Mead Public Library, PCR2, 710 N 8th Street**

Present: HR Committee members: Kathie Norman and Meg Albrinck. Other Board of Trustees: Jeanne Pfeiffer. City staff: Garrett Erickson

1. Call to Order and Determination of Quorum

Norman called the meeting to order at 5:33 pm. and determined a quorum.

2. Approval of Minutes

Albrinck moved to approve the March 5, 2025, minutes. Norman seconded. Motion passed.

3. Policy Updates

Erickson stated that he is reviewing all library policies since many are no longer necessary or may be outdated. He underscored his desire to focus on HR-related policies first, since the library board recently approved the updated city employee handbook. Many of the existing library policies cover topics that are also now included in the employee handbook. Erickson shared a grouping of 20 such policies that could be rescinded. However, the committee members asked for cross references to the related language in the employee handbook, as well as more time to examine each policy. It was decided to go forward with rescinding two policies immediately, while holding another committee meeting to compare the specific language from each source. Albrinck moved to rescind policy 15.52 pertaining to Life Insurance, and policy 15.37 pertaining to Pensions. Norman seconded. Motion passed. Norman stated that this motion will be shared and recommended to the full Board of Trustees.

4. Position Updates

An updated Library Security Monitor job description was reviewed. To broaden the pool of applicants, the revised job description places more focus on interpersonal skills and less on technology aptitude. Albrinck moved that the HR Committee recommend to the Board of Trustees to accept the revisions of the updated job description for the Library Security Monitor. Norman seconded. Motion passed.

5. Table of Organizations

Erickson reported an updated Table of Organization will likely be proposed (effective on January 1, 2026), to coincide with the next budget cycle. The change would reflect moving 2 FTE maintenance staff and 1.5 FTE cleaner staff from Mead to the City facilities team. Committee members reiterated their desire for a transition document in order to debate the merits of the change and determine how to measure success. Erickson stated he could prepare two budgets if necessary, one that includes the changes, one that does not, but that the preliminary 2026 budget is due in August.

Motion to Adjourn

Meeting adjourned at 6:20.

7. Next Meeting Date

We will meet as needed.