



MEAD PUBLIC LIBRARY HR COMMITTEE MEETING

October 29, 2025 at 5:30 p.m.

Mead Public Library, PCR2, 710 N 8th Street

HR Committee members present: Erin Bremser (chair), Meg Albrinck (online), Kathie Norman, and Andre Walton (online)

Other Board of Trustees members: Jeanne Pfeiffer (online)

City staff: Garrett Erickson

1. Call to Order and Determination of Quorum

Bremser called the meeting to order at 5:35 p.m. and determined that there was a quorum.

2. Approval of Minutes

Albrinck moved to approve the September 16, 2025, minutes. Walton seconded. Motion passed.

3. Table of Organizations – Erickson

- a. Erickson presented an updated draft for review and discussion
- b. Cheryl Nessman has been appointed Deputy Director overseeing all operations
- c. The committee discussed replacing her former manager position with one that has slightly less responsibilities and with the title of supervisor
- d. Several other potential position changes were briefly discussed; however, Erickson was not yet ready to present any additional formal recommendations. Erickson will also need to work any changes through a review process with the City's Human Resource department
- e. Security
 - i. Security issues/behavior issues continue to be a challenge
 - ii. Security monitor position was offered to a candidate, but the offer was ultimately turned down
- f. Albrinck moved to approve the proposed changes to the Table of Organization upon the successful filling of the Circulation Supervisor position. Norman seconded. Motion passed.

4. Job Description Circulation Supervisor

- a. Draft position description reviewed
- b. Would report to Deputy Director
- c. Collection management and budgeting duties were removed from this position
- d. Position would supervise paraprofessional-level staff, so a Masters of Library Science degree is not required according to the 2023 DPI Wage Study recommendations
- e. Albrinck moved to approve the proposed Circulation Supervisor job description. Walton seconded. Motion passed.

5. Library Director Evaluation Process
 - a. Bremser to compile evaluation survey
 - b. Pfeiffer will summarize survey results for Board of Trustee's January 2026 meeting
 - c. Survey to be reviewed the second week of January
 - d. Erickson to provide Pfeiffer with 2025 analysis
6. Policies
 - a. Norman moved to rescind the policies below pending stated clarifications on firearms policy, smoke free policy and ethics policies. Albrinck seconded. Motion passed.
 - i. Expense Reimbursement Policy (13.07)
 - ii. Paid Time Off Policy (15.30)
 - iii. Health, Dental and Other Health Related Insurance Policy (15.38)
 - iv. Smoke Free Building Policy (7.01)
 1. Erickson confirmed that smoking in public buildings is addressed in state statute (101.123) and in city ordinance (Sec 26.20)
 - v. Code of Ethics Policy (15.49)
 1. Erickson confirmed that the American Library Association Code of Ethics (<https://www.ala.org/tools/ethics>) is the authoritative statement of values for those who work in libraries
 - vi. Firearms, Open or Concealed Carry Policy
 1. Erickson confirmed that only law enforcement officers are permitted to carry firearms into any city building, per city ordinance (Sec 70-251) and that the proper signage is posted near the entrances.
7. Next Meeting Date - Will meet again as needed.
8. Motion to Adjourn
Meeting adjourned at 6:27 p.m.