



# MEAD PUBLIC LIBRARY HR COMMITTEE MEETING

**August 4, 2025 at 4:00 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 4:02 p.m. and determined a quorum.

2. Approval of Minutes

Albrinck moved to approve the July 15, 2025, minutes. Norman seconded. Motion passed.

3. Policy Updates

Norman moved to recommend to the Board of Trustees that the below Mead policies be rescinded and that Mead refer to the comparative policies in the City employee handbook and the Mead addendum for guidance. Albrinck seconded. Motion passed.

15.04 Hiring, Disciplining and Discharge of Library Staff

15.09 Personnel Records

15.11 Position Classification and Specification

15.12 Interpretation of Position Specifications

15.13 Establishment and Maintenance of Classification and Compensation Plans

15.14 Classification Schedule

15.15 Classification Plan

15.16 Definition of Orientation Period, Trial Period and Pay Period

15.17 Definition of Employees

15.19 Cessation of Employment

15.20 Compensation – Entrance Pay Rates

15.21 Employee Performance Reviews

15.22 Compensation – Merit Increase Plan

15.23 Employee Promotion and Demotion

15.24 Progressive Employee Discipline, Discharge and Grievance Process

15.25 Immediate Discharge

15.26 Continuity of Service

15.35 Special Leave

4. Position Updates – Discussion tabled.

5. Table of Organizations – Erickson

a. Updated Table of Organization effective date will be January 1, 2026

i. Moving 2 FTE maintenance staff and 1.5 FTE cleaner staff from Mead to facilities team

b. Suggested modifications to the draft resolution to include the following

i. Mead's coverage will not change

ii. Mead and City maintenance staff will be cross-trained at various City facilities

iii. Performance metrics language will be added such as, "including but not limited to..."

- iv. Updated draft resolution to be shared with Finance Committee and Norman

Motion to Adjourn

Meeting adjourned at 4:55 p.m.

7. Next Meeting Date

We will meet again as needed.