



Agenda Memorandum

Agenda Item - IX.H

City Council Meeting
May 15, 2023

Subject: Personnel - Additional Part-Time Library Staff - Summer Seasonal

Prepared By: Justin Weiland, City Administration

Background of Issue:

Library Director, Brittany Moeller, is requesting permission to re-hire former Library Clerk, Kinsey Carr, on a part-time basis for the summer months. This request is based upon Full-Time Librarian, Kinsey Griffin, recently being diagnosed with Cancer. Mrs. Griffin will require time off for cancer treatments. Ms. Carr would be asked to assist with summer reading programs and cover and shifts in replacement of Mrs. Griffin throughout the summer. This is on a part-time basis. The recommendation is to hire Ms. Carr at an hourly rate of \$13.00 per hour.

Below is correspondence from Library Director Moeller;

Hi Justin,

I would like to request the addition of former part-time employee, Kinsey Carr, to the library roster. With Assistant Librarian Kinsey Griffin's recent diagnosis of breast cancer, she will be needing more time off during the summer months for her surgery/treatments. Kinsey Carr would help during the months of May – August on a part-time basis to help cover evening shifts and summer reading programs during Kinsey's absence.

If you or the council needs additional information please let me know.

Thank you!

Brittany Moeller

Library Director

Dell Rapids Carnegie Library

513 N Orleans Ave

Dell Rapids, SD 57022

605.428.3595

Recommendation

Recommend the Council approve Ms. Carr as a part-time seasonal Library Clerk at the hourly rate of \$13.00 per hour.

ATTACHMENTS: