

# **Minutes of the Personnel Committee Meeting of the Board of Library Trustees of the Orland Park Public Library held September 19, 2016**

The meeting was officially called to order by Diane Jennings at 6:15 p m.

**Call To Order**

Committee Members present: Diane Jennings; Chair, Christian Barcelona, Joanna Leafblad

**Roll Call**

Committee Members absent: Denis Ryan

Other Board Members present: Nancy Healy

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Ross Kimmey, Finance Manager; Jackie Boyd, Public Information Manager; Aaron Peterson, Senior Administrative Coordinator

None

**Minutes**

Dennis Walsh, Attorney from Klein Thorpe and Jenkins

**Introduction of Visitors**

Public speakers introduced themselves and were given five minutes to speak in front of the Board. The speakers were as follows:

**Public Comment**

## **Market Benchmarking & Compensation Structure Development Project impact/adjustments to the budget – For Discussion**

**New Business**

Treasurer Jennings asked about the impact of the benchmarking to the budget after mentioning that we were off the midpoint of the Benchmarking analysis on quite a few employees; under on quite a few with some being quite a bit under and with a few being over. Finance Manager Kimmey spoke in detail about the model spreadsheet handout and how different adjustments would impact our budget and help the library meet the recommendations of the benchmarking study. Mr. Kimmey's model showed three percentage options to consider (60% in 2017 followed by 20% the next two years; 40% in 2017 followed by 30% the next two years and 50% in 2017 followed by 25% the next two years.) Administration recommended the implementation be over three years with a 50% adjustment in 2017; followed by a 25% adjustment in 2018; and the remainder 25% in 2019 to complete the project. Director Weimar specified the salary budget scenarios include social security, IMRF and paid sick time hours for part-time staff. Chair Jennings asked how this implementation impacted the levy and Director Weimar stated the benchmarking implementation cost would not impact the levy in the calendar year 2017. Property Tax Appeals refunds were briefly discussed as a budget concern as the Orland Square Mall appeal was settled and took effect beginning with the July, 2016 Tax distribution. The Library normally collects about 100% of its taxes. Finance Manager Kimmey stated the library has two outstanding Will County distributions pending.

## **Salary Adjustments for all employees currently listed in the Market Benchmarking & Compensation Structure Development Project in order to meet the minimum salary by October 1, 2016 - For Discussion**

Director Weimar referred to the spreadsheet given out last month which showed which employees were currently below the minimum benchmark and spoke about bringing these employees up to a minimum benchmark level. Director Weimar stated the library currently has the funds available in the operating budget. Chair Jennings inquired how much this would cost and Mr. Kimmey responded approximately

\$26,000 for the balance of 2016.

**Salary Adjustments for all employees that are currently more than \$5,000 under the recommended midpoint listed in the Market Benchmarking & Compensation Structure Development Project by October 1, 2016 - For Discussion**

The Management Association of Illinois had recommended to Administration that the midpoint of the salary schedule be the goal for starting salaries for competent and experienced employees. Finance Director Kimmey mentioned this would affect under 20 people and discussed how it would be prudent to adjust those employees' salaries who fall more than \$5,000 under the midpoint by October 1. If someone was \$7,500 under the benchmark \$2,500 will be the adjustment amount. Also, since we are in the last quarter only 25% would impact this year. Nancy Healy asked if the numbers in red were on an annual basis. Director Weimar answered yes. Joanna Leafblad asked if the numbers on the spreadsheet were before or after the \$5,000 was subtracted. Director Weimar answered, before. Chair Jennings asked if we can do all of this with 2016 monies, Director Weimar replied, yes. President Healy inquired about staffing levels. Director Weimar stated recent staff have left OPPL most frequently to continue their careers and attain more responsibility and or move to obtain full-time positions. Trustee Leafblad inquired about part-timers. Both Finance Director Kimmey and Director Weimar said there is a trend now to give more benefits to part-time staff. Cook County was recently trying to pass a resolution that would require businesses to pay part-time employees sick pay. Also this benefit might help to build morale which is part of our Strategic objectives.

**Staff salaries for 2017 – For Discussion**

The preliminary draft of 2017 budget has included a 2.5 % increase. Director Weimar said the past salary adjustments over the years varied. 2016 had a 2.5% increase, and past years showed anywhere from flat to 2.5%. The years of little or no increase had an impact on why the benchmark study needs to be adjusted as recommended. Finance Director Kimmey mentioned the Management Association of Illinois said that around 3% is going to be the average salary increase going forward. Chair Jennings asked if the 2.5% increase would be on top of the Market Benchmarking increases. Finance Director Kimmey said yes and Director Weimar mentioned that this will allow us to stay competitive. Director Weimar also mentioned that around the 2008 financial crisis time we lowered our salary increases and that in turn may have contributed to us falling behind when compared to other libraries our size and other non-profit organizations. Nancy Healy asked about people over the midpoint and Director Weimar said they may freeze depending on the 2017 salary schedule. If a staff member stays within the range they will receive the increase however the percentage may be less than 2.5% depending on how close they are to the top rate on the salary schedule.

**Benefit Cost Allocation- For Discussion**

Director Weimar and Finance Director Kimmey attended Horton's benefit presentation. Horton representatives stated employees are using the insurance plan in a more cost-effective manner with the HMO and High Deductible Health Plan options. Finance Manager Kimmey mentioned the Village does not have the final 2017 increases. Director Weimar explained the Village funds a wellness screening program for employees and spouses as a preventive component to try and keep costs down. Horton mentioned the Wellness Program has been very important to catch medical conditions early and the Village would like to encourage the library to offer this wellness screening. Finance Director Kimmey mentioned those check-ups would be offered for employee and spouses for about \$125 each. Those employees who do not participate would pay a higher amount per month for their insurance. Director Weimar said this is only for our employees that are on our medical insurance program, which is less than 30. Director Weimar mentioned the estimated cost of \$7,500 is included in the draft budget. She also said the Curalink service which is provided to employees at no cost to them has seen limited use. Director Weimar will review the numbers before any decision is made on continuing this benefit in 2017.

## **Employee Handbook – For Discussion**

Director Weimar offered to go over the changes by sections and explained the color coding of the Handbook was black-currently in the policy, blue-Administration suggestions, and red-Management Associates suggestions. Discussion took place particularly on the new bereavement and sick leave legislation impacting employers. Attorney Kelly Hayden of Management Associates has vetted the OPPL proposed policy. Kelly is very experienced in writing these handbooks. A draft of additional changes offered by the Management Association of Illinois are not included in this Employee Handbook revision. It was decided by administration that those additions would be revised at a later date as long as the Library closely followed the existing laws. President Healy inquired about the Social Media Use Policy and Director Weimar explained they are being rescinded since they are now being incorporated into the Handbook. The Bereavement section will be additionally amended to fully comply with government laws pertaining to the loss of children and Dennis Walsh mentioned additional information pertaining to the FMLA leave section that will be incorporated as well. Director Weimar mentioned that any changes will be made and be available before the October meeting. This new Handbook gives staff a much clearer picture of what is expected of them.

President Healy inquired at 7:02 about the time and the need to delay the regular board meeting. Dennis Walsh of K T & J stated that the regularly scheduled board meeting will begin approximately 7:20 or so.

President Healy discussed the anti-bullying section in the Employee Handbook. Director Weimar discussed the distinction regarding the Patron Behavior Policy and the Employee Handbook. The Employee Handbook is an internal/staff document which talks about how employees interact with each other. Trustee Leafblad mentioned perhaps the Patron Policy may need to be looked into when we are reviewing library policies at a later date since, for example, even though someone has the right to ask for something doesn't mean they have the right to get it.

## **Rescinding the Social Media Use Policy, Communication Systems/Email Policy and Use of Cellular Phones Policy – For Discussion**

Director Weimar explained policies on social media, cell phone, and email communication were incorporated in the Employee Handbook revision and therefore were no longer needed as separate policies.

## **Recommendation(s) to the Board of Library Trustees- For Final Action**

Treasurer Jennings motioned to recommend going with the 3 year adjustment option plan of 50% adjustment in 2017 followed by a 25% adjustment in 2018 and 25% adjustment in 2019. Trustee Leafblad seconded the motion. A roll call vote took place as follows: Barcelona – aye; Leafblad – aye; Jennings – aye; Ryan– absent

Motion passed. 3 ayes, 0 nays, 1 absent.

Treasurer Jennings motioned to recommend the salary adjustments for all employees currently listed in the Market Benchmarking & Compensation Structure Development Project in order to meet the minimum salary by October 1, 2016. Trustee Barcelona seconded the motion. No further discussion. A roll call vote took place as follows: Barcelona – aye; Leafblad – aye; Jennings – aye; Ryan– absent

Motion passed. 3 ayes, 0 nays, 1 absent.

Treasurer Jennings motioned to recommend the Salary adjustments for all employees that are currently more than \$5,000 under the recommended midpoint listed in the Market Benchmarking & Compensation Structure Development Project by October 1, 2016. Treasurer Jennings asked again about the cost and Finance Director Kimmey replied approximately \$18,000 for this quarter. Trustee Leafblad seconded the motion. A roll call vote took place as follows: Barcelona – aye; Leafblad –

aye; Jennings – aye; Ryan– absent. President Healy asked about employee’s responsibilities versus their compensation and Director Weimar said she felt confident that the Market Benchmarking analysis was accurate and job duties have been increased and reflect the recommended compensation. Public Information Coordinator Boyd gave insight into her staff member’s expanded responsibilities.

Motion passed. 3 ayes, 0 nays, 1 absent.

Treasurer Jennings motioned to recommend 2.5 % salary increases for 2017 for eligible staff. Trustee Leafblad seconded the motion. A roll call vote took place as follows: Barcelona – aye; Leafblad – aye; Jennings – aye; Ryan– absent

Motion passed. 3 ayes, 0 nays, 1 absent.

Treasurer Jennings motioned to recommend the Benefit Cost Allocations. Finance Director Kimmey brought up the Wellness Program and both President Healy and Trustee Leafblad thought the program was appropriate. Trustee Leafblad asked if an employee would be penalized if the results of these tests were problematic. Director Weimar and Finance Manager Kimmey assured her there would be no negative impact to the employee. Trustee Leafblad seconded the motion. A roll call vote took place as follows: Barcelona – aye; Leafblad – aye; Jennings – aye; Ryan– absent

Motion passed. 3 ayes, 0 nays, 1 absent.

Treasurer Jennings motioned to recommend adopting the Employee Handbook as such with the understanding that there may be some additional tweaking done on the Sick Leave and Bereavement sections. Trustee Leafblad inquired about the Bereavement section and Director Weimar said any additional requirements will be added into October’s amended version. Dennis Walsh of Klein Thorpe and Jenkins confirmed any additional requirements will be added to make it compliant with current legislation. Trustee Barcelona seconded the motion. A roll call vote took place as follows: Barcelona – aye; Leafblad – aye; Jennings – aye; Ryan– absent

Motion passed. 3 ayes, 0 nays, 1 absent.

Treasurer Jennings motioned to recommend Rescinding The Social Media Use Policy, Communication Systems/Email Policy and Use of Cellular Phones Policy. No further discussion. Trustee Leafblad seconded the motion. A roll call vote took place as follows: Barcelona – aye; Leafblad – aye; Jennings – aye; Ryan– absent

Motion passed. 3 ayes, 0 nays, 1 absent.

## **Announcements**

Treasurer Jennings moved to adjourn the meeting and was seconded by Trustee Leafblad. A roll call vote took place as follows: Barcelona – aye; Leafblad – aye; Jennings – aye; Ryan– absent

## **Adjournment**

Motion passed. 3 ayes, 0 nays, 1 absent.

The meeting was adjourned at 7:30 p.m.

Diane Jennings  
Chair

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Minutes prepared by Aaron Peterson