

# Minutes of the Personnel Committee Meeting of the Board of Library Trustees of the Orland Park Public Library held August 8, 2017

The meeting was officially called to order by Personnel Committee Chair and Treasurer Jennings at 7:00 p.m.

## Call To Order

Members present: Diane Jennings, Christian Barcelona, Joanna Leafblad

## Roll Call

Members absent: None

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

None

## Introduction of Visitors

None

## Public Comment

### 2018 Salary Schedule – For Discussion and Final Action

## New Business

The Committee Members discussed with the Finance Manager and the Library Director the recommended salary schedule for 2018. Referring to the hand-out, Finance Manager Kimmey said it reflected a 2% adjustment, which is recommended by the Management Association of Illinois, to keep the previously approved benchmarking on track. The committee discussed this handout asking about the various grade levels.

The Committee agreed to recommend the 2018 Salary Schedule to the Board of Library Trustees.

### Staff salaries and salary adjustments for 2018 – For Discussion and Final Action

The Committee Members discussed with Finance Manager Kimmey and Library Director Weimar the 2018 salary increases. It is recommended the salaries increase 2.5% in keeping with the national average of 2.5% and the national library average of 2.4%. The committee concurred this percentage was acceptable. The salary adjustments discussed included the change of personnel in three department head level positions. The Head of Circulation which will now be titled Patron Services Manager and Head of Youth Services will need to be filled and are in Grade Level O which will also include the reinstatement of the manager of IT position to be posted soon. There were adjustments in all grade levels because of the change of staffing after the benchmarking was approved last year, but not as significant of a change as in grade level O. These posted starting salaries need to be in keeping with the 2018 salary schedule to remain in line with the benchmarking.

The Committee agreed to recommend the 2018 staff salaries and salary adjustments to the Board of Library Trustees.

#### Benefit Cost Allocation for 2018 – For Discussion and Final Action

Finance Manager Kimmey explained the cost allocation chart. He reminded the committee members the library is part of the Village of Orland Park's health plan and the library for the past several years has opted to go with the Village allocations for employee and employers. Kimmey stated that there was not any information from the Village as to increases, so the chart reflects a six per cent increase which was the 2017 increase percentage. The advantages of the HSA plan were discussed and more employees are moving to this plan which will help to keep the cost of the entire plan lower for the employer. Finance Manager Kimmey will keep in close contact with the Village for any changes in allocation and costs.

The Committee agreed to recommend the benefit cost allocation for 2018 to the Board of Library Trustees, subject to any changes made by the Village of Orland Park for 2018.

#### 2018 Enrollment in the Village of Orland Park's Wellness Screening Initiative – For Discussion and Final Action

The Committee Members discussed this wellness initiative and how having early screenings is good for both the health plan and the employees. Vice President Leafblad received confirmation from Director Weimar that the library required Wellness Screenings for all employees and was previously voted for by the Board for the 2017 budget along with the cost associated with this screening initiative. Spouses are included if they are on the employees' plan. Employees are not mandated to participate but they will pay a higher insurance premium if they do not complete the wellness screening. Wellness Screenings are meant to try and catch any health issues early and it has been very helpful and appreciated by the vast majority of employees.

The Committee agreed to recommend the 2018 enrollment in the Village of Orland Park's Wellness Screenings Initiative.

#### Staff salary adjustments in 2017 – For Discussion and Final Action

Treasurer Jennings mentioned some employees that had been here for over 17 years were being paid nearly the same as new hires. Director Weimar explained that subtracting five years from an employee's years of service was used to begin the formula and Finance Manager Kimmey explained the full-time employee formula took every year after the first five and multiplied \$50 times each year. Part-time employees used the formula but multiplied each year after the first five with \$25 or \$33 depending upon the number of hours annually worked. While talking through the spreadsheet Finance Manager Kimmey pointed out we are \$84,000 under budget on the salary line item through June of this year and this would be the time to make these fair adjustments starting in September. The formula could not be used in all cases especially when employees who came started less than five years ago who had more experience but took a lower salary could be accommodated. Some subjectivity was necessary to make adjustments and still stay within the salary scale. Vice President Leafblad agreed that paying people fairly what they deserve was fine.

The Committee agreed to recommend the 2017 salary adjustments reflected in the proposed chart to the Board of Library Trustees.

#### \$1,000 compensation for Assistant Head of Circulation Services – For Discussion and Final Action

The Committee Members discussed the \$1,000 net compensation for Assistant Head of Circulation Services. Director Weimar informed the committee that due to the sudden death of the Head of Circulation, the Assistant Head has stepped up to perform many tasks above her grade level from scheduling to hiring with the assistance of the Director. These tasks have been performed by her since mid-May and based on the timeline of hiring a replacement, will be doing them until the end of September. Vice President Leafblad asked if this had ever been done in the past and Director Weimar informed her that in 2010 the Head of Outreach performed both her job and the Head of Technical

Services for over four months and was given the same compensation.

The Committee agreed to recommend the \$1,000 net compensation for Assistant Head of Circulation Services but would like to come to agreement with the rest of the Board Members on the amount.

Director Weimar mentioned that the new staff evaluation project is underway and this tool will be ready by early November, but not implemented until the 2018 evaluations for 2019 salary recommendations.

**Announcements**

Vice President Leafblad moved to adjourn the meeting and it was seconded by Personnel Committee Chair and Treasurer Jennings.

**Adjournment**

The meeting was adjourned at 7:46 p.m.

Diane I Jennings  
Personnel Committee, Chair

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

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

Elan Kleis  
Secretary

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

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

Minutes prepared by Aaron Peterson