

Minutes of the Personnel Committee Meeting of the Board of Library Trustees of the Orland Park Public Library held August 29, 2018

The meeting was officially called to order by Personnel Committee Chair and Treasurer Jennings at 6:34 p.m.

Call To Order

Members of Committee present: Diane Jennings, Christian Barcelona, Joanna Leafblad, Charles McShane

Roll Call

Members of Board present: Dan McMillan (6:45)

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

None

Introduction of Visitors

None

Public Comment

2019 Salary Schedule – For Discussion and Final Action

New Business

The Committee Members discussed with Finance Manager Kimmey and Director Weimar the recommended salary schedule for 2019. Referring to the hand-out, Finance Manager Kimmey said it reflected a 2% adjustment to keep the previously approved benchmarking on track. Director Weimar stated this keeps us competitive with other libraries and it is below the current cost of living rate of 2.7%, which consistently keeps climbing. The 2% adjustment also ensures the salary schedule stays behind any increases to current staff. President Leafblad agreed that 2% was a reasonable increase. Finance Manger Kimmey stated 2019 would be the final year for any employees receiving gap adjustments.

The Committee agreed to recommend the 2019 Salary Schedule to the Board of Library Trustees.

Staff cost of living salary increases for 2019 – For Discussion and Final Action

The Committee Members discussed with Finance Manager Kimmey and Director Weimar the 2019 salary increases. The cost of living will no longer be used as the library is moving toward a merit-based raise process.

The Committee agreed to recommend that the 2019 cost of living terminology no longer be used, and the staff will receive merit salary increases based on performance.

Staff merit raises for 2019 – For Discussion and Final Action

The Committee Members continued to discuss with Finance Manager Kimmey and Director Weimar the staff merit raises for 2019. Chair Jennings suggested that we have the option to give 0% for an

employee who is underperforming. After discussion it was agreed upon that a 'solid performer' staff member would be around the 2.5% mark and then use the core competencies as a guide for further percent increases. Finance Manager Kimmey said some employees may need improvement in only a few areas on their evaluation. Director Weimar stated if an employee makes improvements within 3-6 months they may be eligible for a monetary incentive. Employees have opportunities to make improvements through webinars, training and continuing education both on and off site. Vice President Leafblad said if an employee is close to the maximum rate, according to the salary schedule, they would not be eligible for the maximum merit increase. Finance Manager Kimmey mentioned there are some employees who have had their salaries frozen as they have exceeded the maximum salary rate already.

The Committee agreed to recommend the Staff merit raises be between 0% and 4% for 2019 to the Board of Library Trustees.

Library Director salary compensation for 2019 – For Discussion and Final Action

Chair Jennings discussed her handout with the committee members; based on a 2017 salary study she summarized showing comparative pay structures of other Library Directors in Illinois. These comparisons were broken down by operating budget, population, building square feet, and total number of employees. Director Weimar is at a T level on the salary schedule and is close to its midpoint. After taking into account these factors it was recommended Director Weimar's merit increase be 4%.

The Committee agreed to recommend the Library Director salary compensation of 4% for 2019 to the Board of Library Trustees.

Staff benefits insurance provider selection, benefit plans selection, and benefit cost allocation for 2019 – For Discussion and Final Action

Finance Manager Kimmey explained the cost allocation chart which reflected a 2% potential increase in final 2019 rates for medical costs. He reminded the Committee members the library is currently part of the Village of Orland Park's health plan, however, it wouldn't be financially beneficial to stay with the Village going forward. The Library has not heard from the Village in regards to their 2019 health insurance plans, their plan is self-funded, and better pricing has been identified through an outside vendor who is fully-funded. Three brokers were compared through the marketplace, which included: HUB, Horton, and Assurance. These brokers provided quotes from health insurance companies like BlueCross/BlueShield, United, and Humana etc. Assurance came back to the Library with the best quote and insurance would be through BlueCross/BlueShield. Four plan options were selected including a 2 tier plan with lower deductibles for tier 1 doctors and higher deductibles for tier 2 doctors, both tiers would count toward the same deductible amount. The Committee came to a decision that a 2% increase in what the employee would pay for the HSA, BCO or PPO plans would be a good idea. The employee would then pay 5%, 12% and 30% of the total cost for the HSA, BCO and PPO plans respectively. The HMO option will remain the same at 10% of the total cost to be paid by the employee. Currently employees do not pay any portion of the vision, dental, and life insurance. Dan McMillan raised the point of cost share on dental and vision plans. It was suggested by Chair Jennings that employees cover 5% of the vision and dental portions and the committee members agreed. Director Weimar mentioned she contacted Attorney Dennis Walsh in regards to drafting a letter to be sent to the Village stating the library will not be included in their plan for 2019 and any insurance claims incurred up until 12/31/18 are to be covered by the Village and any claims incurred on 1/1/19 and after will be covered by the library. Vice President Leafblad agreed there should be a line of demarcation sent to the Village.

The Committee agreed to recommend using Assurance as the insurance vendor; the BlueCross/BlueShield HAS, BCO, PPO and HMO plan with a 2% employee portion increase: excluding the HMO which will keep the employer/employee portion the same as last year; having employees pay 5% of the vision and dental plans; and informing the Village the library would no longer be included in the Village health plan with specific details on incurred claims.

Creating a Human Resource part-time position for 2019 – For Discussion and Final Action

Director Weimar discussed with the Committee members the importance of creating a part-time Human Resource position. The processing of health insurance including plan explanations, the evaluation process, on-boarding new employees, some payroll functions, processing and evaluating FMLA requests, assisting with performance improvement plans, helping with interviewing for open positions, posting positions, doing background checks, compliance requirements, and exit interviews, are some of the duties that will be assigned to the new part time HR position. Director Weimar would like the position to be 20 hours per week because of the number of tasks; and will necessitate enrollment in IMRF. Current staffing changes in 2018 will help keep the additional increase in the budget to a minimum. Chair Jennings pointed out it is good to have a neutral position in order to field any complaints from employees. It is possible the position would become full time in the future.

The Committee agreed to recommend creating a Human Resource 20 hour per week part-time position for 2019 to the Board of Library Trustees.

None.

Announcements

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

Adjournment

The meeting was adjourned at 8:09 p.m.

Diane I Jennings
Personnel Committee, Chair

Approved: _____

Date: _____

Elan Kleis
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson