

**Minutes of the Meeting of the Personnel Committee of the Board of
Library Trustees of the Orland Park Public Library held
August 12, 2014**

The meeting was officially called to order by Trustee Gierach at 9:30 a.m.

Call To Order

Members present: Beth Gierach , Nancy Healy, and Denis Ryan

Roll Call

Members absent: Julie Craig

Staff present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director; Scott Remmenga, Finance Manager; Dana Pryor, Business Office Assistant

Guests: E. Kenneth Friker, Klein Thorpe and Jenkins

None

**Introduction of
Visitors**

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

1. Kevin DuJan, of Antarctica, discussed the Office of the Attorney General State of Illinois determination letter, dated August 6, 2014, regarding the 2014 PAC 28510 Request for Review. He gave his opinion relating to the law office of Klein Thorpe and Jenkins and the Library Director. He urged the Board to investigate allegations of former employees.
2. Megan Fox, address withheld, discussed the Incident Report filed on July 10, 2014. She gave her opinion relating to the law office of Klein Thorpe and Jenkins and the Library Director. She urged the Board to sue for malpractice instead of raising the levy in the future.

The Committee Members discussed with Administration the recommended salary schedule and staff rate increases for 2015. These are based on comparisons to comparable public libraries in the area. The Committee stressed the need to remain competitive in salaries while being fiscally responsible to the residents. The recommended increase does not take into account any minimum wage adjustments that may occur in the future.

New Business

Motion to recommend Staff Increases of 2.5% and increase to the Salary Schedule of 1.5% effective 1/1/15 to the Board of Library Trustees for Final Action. Vice-President Ryan moved to approve the motion. President Healy seconded the motion. A roll call vote followed: Craig – absent; Gierach – aye; Healy – aye; Ryan - aye.

Motion passed. 3 ayes, 1 absent.

The Committee Members discussed with Administration the recommended employee contribution for Health Insurance for 2015. The recommended allocation is the same as 2014 and keeps the Library in line with the Village allocation. The Committee commented that the employee contribution allocation impacts the overall salary structure for the Library and this must be taken into account.

Motion to recommend the allocation for health insurance expense for the library portion to be 90% for HMO, Gold PPO 75%, Silver PPO 90%, HSAPPO 97% (allocation the same as 2014) for each option

and the employee portion to be 10% for HMO, Gold PPO 25%, Silver PPO 10%, HSA PPO 3% (allocation the same as 2014) effective 1/1/2015 to the Board of Library Trustees for Final Action. Trustee Gierach moved to approve the motion. Vice-President Ryan seconded the motion. A roll call vote followed: Craig – absent; Gierach – aye; Healy – aye; Ryan - aye.

Motion passed. 3 ayes, 1 absent.

The Committee Members discussed the limitations of the current Library Director Position Description as it related to revising staff job descriptions. They believe it should be a responsibility of the Library Director to write and edit staff job descriptions with the cooperation of the Department Heads.

Motion to recommend amendments as amended to the Position Description for the Library Director to the Board of Library Trustees for Final Action. President Healy moved to approve the motion. Vice-President Ryan seconded the motion. A roll call vote followed: Craig – absent; Gierach – aye; Healy – aye; Ryan - aye.

Motion passed. 3 ayes, 1 absent.

Motion to recommend the process of updating job descriptions to be the responsibility of the Library Director and administrative staff effective immediately to the Board of Library Trustees for Final Action. Vice-President Ryan moved to approve the motion. Trustee Gierach seconded the motion. A roll call vote followed: Craig – absent; Gierach – aye; Healy – aye; Ryan - aye.

Motion passed. 3 ayes, 1 absent.

A general staffing needs discussion ensued.

President Healy left the meeting at 10:19 a.m.

Recent staffing changes were discussed with the Committee as well as current postings and possible future positions.

President Healy returned to the meeting at 10:21 a.m.

While the Committee agreed with the need to add possible future positions, they stressed the need to balance it with fiscal responsibility. The committee also stated the budget allocations should be based on the best interest of the patrons of the Library.

A meeting of the Personnel Committee was tentatively scheduled for Monday September 8, 2014 in the morning hours.

None

Executive Session

None

Announcements

President Healy moved to adjourn the meeting. The meeting was adjourned by acclamation at 10:46 a.m.

Adjournment

Beth Gierach
Personnel Committee Chair

Approved: _____

Date: _____

Minutes prepared by Dana Pryor