

# Minutes of the Personnel Committee Meeting of the Board of Library Trustees of the Orland Park Public Library held September 10, 2019

The meeting was officially called to order by President Leafblad at 7:35 p.m.

## Call To Order

Members of Committee present: Joanna Leafblad, President; Christian Barcelona, Vice President; Charles McShane, Secretary; Dan McMillan, Committee Chair (7:37)

## Roll Call

Members of Board present: Nancy Healy, Trustee

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Ross Kimmey, Finance Manager; Alice Grabowski, Administrative Clerk; Andy Masura, Adult Services Manager; Brandi Smits, Youth Services Manager; Nicole Suhm, HR Generalist

None

## Introduction of Visitors

None

## Public Comment

### 2020 Salary Schedule – For Discussion

## New Business

Finance Manager Ross Kimmey opened the meeting by discussing the 2020 projected Salary Schedule. This document lists pay grades with positions including the minimum, midpoint and maximum for each level. The 2020 projection includes an increase of 2% across the board. Trustee Healy inquired if the Library hires at mid-point. Manager Kimmey and Director Weimar both responded that we try to hire close to that number. President Leafblad asked about the maximum level and what that is comparable too. Director Weimar stated that when the 2016 Benchmarking was done, it brought the numbers closer to other local libraries. Chair McMillan asked how the weekly number of hours compared. Director Weimar said it is based off a 37.5 hour work week. She continued to add that the Orland Park Public Library is open more hours than most of the surrounding libraries. She added that the EAV's went down this year due to the reassessment of taxes. The EAV rate went down from .307% to .296%. Trustee Healy asked how Director Weimar was able to access this information. Director Weimar responded that this information is on the Cook County assessor's website. She continued on to the idea of expanding our Sunday hours. Currently the Library is open 1 p.m. to 5 p.m. Going forward, the Library is considering lengthening those hours on Sundays to 1 p.m. to 9 p.m. Assistant Manager Adamowski stated that most Universities have these hours for their libraries. Both Chair McMillan and Trustee Healy concurred that increasing the number of open hours on Sundays is a great idea. Director Weimar said that we will have to look at the numbers, including salaries and patron counts, to see if it makes sense.

Director Weimar stated that on the Salary Schedule there was an issue with pay grade N. When the benchmarking was done, the Library wrote the job descriptions, then Management Association put each position into a pay grade based off those descriptions. Both the Assistant Manager to Adult Services and Youth Services require a MLIS. The Patron Services Manager and the Public Information

Manager do not. However, the Patron Services Manager and the Public Information Manager have extra managerial responsibilities that the Assistant Managers do not have. Director Weimar recommends pulling the Patron Services Manager and the Public Information Manager out of pay grade N and placing those positions into a new pay grade O1. Therefore, the pay grade O category would become O1 and O2. The positions currently in O would be placed in O2. Cost wise this would not be that much of a change. Chair McMillan asked if the cost increase would be \$4,000. Manager Kimmey stated that yes due to the fact that one of those positions is already at the mid-point number. Director Weimar added that by separating these pay grades it helps clarify the responsibility level of the Managers. The Managers in O2 perform Grant writing in addition to other extra managerial duties. Chair McMillan inquired if these numbers are based off a 37.5 hour work week. Director Weimar said that yes, it is a 37.5 hour work week with the exception of Steve Newman who is at 40 hours. She continued on to say in 2011 this was moved from a 35 hour work week to a 37.5 hour work week. There would be a bigger financial impact if the hours were to increase to 40 hours per week.

#### Staff merit raises for 2020 – For Discussion

Director Weimar began the discussion stating that 2018 was the first year the Library did merit raises. This is a very good system which helped staff improve. Due to the upcoming minimum wage increase, positions at lower grade levels will lose merit increases. The merit raises are based on a percentage system from 0% to 4%. With the solid performers being at a 2.5% increase to keep up with cost of living increases. Manager Kimmey added that the actual cost of living increase in 2019 is approximately 3.2%.

Director Weimar continued to say that this is a fair system starting with the employee's self-evaluation, then evaluations will go to HR to review to insure they are written objectively. These reviews will be coupled with the manager's reviews to set the goals. HR will be available to sit in on evaluation discussions as needed. Director Weimar said that the use of the Continuing Education charts worked well. This includes all types of Continuing Education. Some examples are webinars, In Service Day and the new onboarding presentations that all managers conduct. Director Weimar stated that she hopes that we can continue with the merit raises. Youth Services Manager Smits commented that this system works since her Needs Improvement employee is no longer in this category. Chair McMillan acknowledged that this is good incentive but asked if this will kick up the budget. Director Weimar stated that the minimum wage increase overall will raise it by \$250,000 over 5 years. The Personnel Committee all agreed to the 0% to 4% merit increases for 2020. Director Weimar stated that approximately 65% of employees are at the Solid Performer range. Chair McMillan inquired on who determines the percentage of raise. Director Weimar stated that each employee's review will be read and evaluated to determine what the percentage will be. A number of factors goes into this. Including the four major categories of core competencies; Job Knowledge and Accomplishment, Service Orientation, Communication and Teamwork. Chair McMillan confirmed that the number would be based off a collaboration of these assessments. Director Weimar said that she will meet with each manager to review all aspects of each employee's review before a number is chosen. Director Weimar went on to discuss how this system was created. In 2017 the Library had Management Association came in and performed focus groups with all levels of employees. Each person put in ideas to determine the core competencies. The performance manual was written by staff for staff. Chair McMillan agreed that this type of determination is an art but mostly science.

#### Staff benefit cost allocation for 2020 – For Discussion

Manager Kimmey opened the discussion on cost allocation by referring to the Health Insurance Breakdown Schedule sheet that he prepared. Chair McMillan inquired on the start date of the document. Manager Kimmey confirmed that the plan started January 1, 2019. Manager Kimmey stated that it is operationally fine. Trustee Healy asked about the census. Director Weimar responded that it is too early. Manager Kimmey agreed that since we are considered a small business plan, we will be limited on the information we are given. Trustee Healy stated that we should receive this by October 1<sup>st</sup>. Director Weimar said that she will follow through with them. Manager Kimmey stated that the first year max cap on increases was 5% for medical insurance. By October we will see what that number actually is for 2020. Manager Kimmey reviewed the current medical plans and confirmed

that the plans will stay the same for next year which include an HMO, an HSA PPO, a BCO (Silver) and a PPO (Gold). The numbers are all listed according to total cost, employee cost and employer cost. Chair McMillan asked why the percentage of employee cost is only at 5% for the HSA plan. Assistant Manager Adamowski stated that this plan has a high deductible. Trustee Healy added that we would want to encourage the use of the HSA plan due to the cost. Manager Kimmey added that he anticipates the deductible rates will rise for 2020. He continued on by stating that the employee cost for each of these four plans will be increased by 1%. The net cost going forward is increasing, due to the projected 5% increase. In addition, two staff members left had certain coverage and we do not know what the two new hires will require in regards to insurance. Trustee Healy asked if the number of employees that acquired insurance was at 25. Manager Kimmey stated that the number of employees utilizing our insurance is at 32. Director Weimar added that this number is out of approximately 90 total staff members. Manager Kimmey concluded that our cost could decrease if the actual claim experience comes in lower.

Manager Kimmey continued on to discuss the dental plan, the vision plan and Group Life. Assurance Agency has projected that there will be a 7% increase for Dental insurance in which the employee portion will increase by 1%. There will be no increase for Vision or Group Life. Manager Kimmey pointed out the projected increased employers cost on Dental. Trustee Healy said that she would prefer that staff contributions to these plans would be higher. Chair McMillan inquired on the benefit of Group Life. Manager Kimmey responded that it is twice your salary up to \$150,000. Once you reach the age of 65 then they reduce this benefit number. He recommends that we raise the Vision Plan 1% for a total cost of 6% on the employees.

#### Minimum Wage Legislation impact – For Discussion

Manager Kimmey prepared a very detailed document covering the basics of the minimum wage changes. This includes a six year time period and the impact it will have on the Library. The 2020 Illinois Minimum Wage Law includes two increases. By July of 2020 the new minimum wage will rise to \$10.00 per hour. Every year after, this rate will increase \$1 per hour until 2025 until it reaches \$15 per hour. This will effect various positions but only the Shelves will be directly impacted. When new Shelves are hired they are being hired with the rate of \$10.25 per hour. If we increase their base pay by 2.5%, in 2020 the library will be ahead of the game. However by 2021, the Library will start to fall behind. Chair McMillan asked if there was a difference between D & E pay grades that are listed on the spreadsheet. Director Weimar stated that there are open spots on the salary schedule, in regards to positions, which creates an opportunity to create new positions in the future. She suggested the possibility of creating a new position – Library Clerk. This new position would combine the Shelves current duties with some of the duties of the Patron Services Clerks. This idea could be part of the solution to the minimum wage dilemma since the Shelves would now be in this new position at a higher pay grade. She continued that in 2021 the minimum pay increase needed is \$.13 per hour plus 2.5% increases. Director Weimar has drafted the job description and would like to vet with HR Resources to proceed with this. Chair McMillan stated that if the Library increases the hourly rate of the Shelves then the rest of the employees would need to increase as well. Manager Kimmey acknowledged that to avoid pay grade compression, we would need to feather up increased pay to other pay grades. The most impacted employees will be the ones at the two lowest pay grades, D & G. This will impact the rest of the pay grades and will be difficult to utilize merit raises for part time staff. The first impact will be in 2021 with a projected increase of \$24,000 in staff compensation. Over the course of five years, there will be increases of \$252,061 in base pay adjustments and minimum pay adjustments, which does not include any changes for salaried employees. Manager Kimmey stated that this information will help with budgeting going forward. Trustee Healy concluded that this information is very detailed and useful.

#### Recommendation(s) to the Board of Library Trustees for the 2020 Salary Schedule; and the staff merit raises for 2020 – For Action

Secretary McShane inquired on how soon the new Library Clerk Position would take effect. Director Weimar stated that this is still in draft form. Chair McMillan recommends this for discussion. Director Weimar stated the changes today are the two positions that were changed on the Salary Schedule to O1

along with the 2% increase. Additionally, the approval of the continuation of the merit raises in the 0-4% range for 2020.

President Leafblad motioned the consensus to recommend the 2020 Salary Schedule and 2020 staff merit raises. Chair McMillan seconded.

A roll call vote as follows: Barcelona – aye; Leafblad – aye; McMillan – aye; McShane – aye.

Motion passed. 4 ayes, 0 nays

Recommendation(s) to the Board of Library Trustees on the staff benefit cost allocation for 2020 – For Action

President Leafblad motioned the consensus to recommend the staff benefit cost allocation for 2020 as outlined in the Health Insurance Breakdown Schedule. Chair McMillan seconded.

A roll call vote as follows: Barcelona – aye; Leafblad – aye; McMillan – aye; McShane – aye.

Motion passed. 4 ayes, 0 nays

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

**Adjournment**

The meeting was adjourned at 8:30 p.m.

Dan McMillan  
Personnel Committee, Chair

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

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

Charles McShane  
Secretary

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

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

Minutes prepared by Alice Grabowski