

Minutes of the Special Meeting of the Personnel Committee of the Board of Library Trustees of the Orland Park Public Library held September 3, 2020

The meeting was officially called to order by Treasurer Dan McMillan, Chair of the Personnel Committee at 7:29 p m.

Call To Order

Committee Members present: Dan McMillan, Chair; Christian Barcelona, Vice President; Joanna Leafblad, President; Charles McShane, Secretary

Roll Call

Library Trustees present: Nancy Healy, trustee

Committee Members absent:

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Ross Kimmey, Finance Manager

None

Introduction of Visitors

None

Public Comment

Minimum Wage Legislation Impact — For Discussion

New Business

Finance Manager Kimmey began the meeting by highlighting certain aspects of the new Minimum Wage Law that went into effect July 1, 2020. Referring to the Illinois Minimum Wage Schedule for 2020—2025, he noted that to comply with the legislation, certain staff would receive \$1 more per hour per year until 2025. All of the current pay grades are in line with wages except for Grade D, the shelver position.

New Library Clerk Position – For Discussion

Kimmey continued that in order to adapt and meet the laws, as well as receive additional work value from the staff, a new position would be created. The Library Clerk position will take the place of the position of Shelves, and it will have an enhanced job description. Training would begin in late 2020 so the 9 current shelvees would be ready to effectively take on their new job tasks by January 1, 2021. Library Director Weimar mentioned that because of the renovation project, many new spaces have been created that will need monitoring such as the Nest, the Sensory Room and the Backyard. The shelvees would train at an adjusted wage and then be paid accordingly with the Minimum Wage schedule. Kimmey explained the new legislation would increase wages quite a bit. Beginning 2021 the grade level for Library Clerks will be Grade F and the position will start with the same set starting hourly wage of \$13.86 per hour. This will allow the Library Clerk position to meet the Illinois minimum wage requirements over the next 5 years. As the Clerks perform, they will be evaluated and

eligible for merit raises. The Clerks will work 18 hours per week and will be cross-trained in order to help in both the Youth And Adult Services Departments.

Treasurer McMillan asked if the new 7-day quarantine regulation will pose a problem for the library's circulation of materials. Director Weimar stated the holds for materials will have a longer wait time, while it may become a bit problematic in storing the books during the 7 days. She also mentioned the library is luckier than most in that we have more space to store quarantined materials. Assistant Director Adamowski mentioned Room 104 is an option for storage, but the library would rather use the room as an overflow study area for students if the need arises. Weimar stated Phase 4 of the Realm study found the virus to be detected vs. transferable on materials that were stacked or placed side by side.

Grade Levels D through M hourly staff raise increase for 2021 – For Discussion

Referring to the Recap of Hourly Staff Raise Impact for 2021 document, Finance Manager Kimmey stated there is a cost savings in the Salaries line item this fiscal year. The Library Shelves position would move from Grade Level D to Grade Level F and become the Library Clerk position. It is necessary to feather up salaries on certain grade levels in order to have space between each pay grade. In order to be consistent grade levels D through M would see an average increase in pay of \$1.75 per hour. Trustee Healy inquired if the Human Resource Generalist position would stay part-time. Weimar said Administration will be meeting with a human resources consulting firm next week to discuss various options for that position. Healy also asked if the library is thinking of instituting the Payroll Tax with its staff. Kimmey said it is not being considered as it would be difficult for people to pay it back especially after the holidays. He also said it would be an Administrative nightmare as far as figuring out the calculations of staff who opt in or out.

Grade Levels M through T salaried staff merit raise increase for 2021 – For Discussion

Director Weimar explained the levels involved include Manager and Assistant Manager positions. In the past years, merit raises have ranged from 0—4%. For Grade Levels D—K the minimum wage law has taken care of wage increases. Levels M—T wages were not affected or feathered up. The salary schedule increases annually by 2%. The trustees are asked to give a range for the merit raises so Administration can then determine the raise for each staff member involved on an individual basis. Since March 16, 2020 many staff members have reinvented their job descriptions by planning virtual programming, reaching the homebound in different ways and coming in to work when the library was closed to the public in order to keep the building and many of its operations in motion. Weimar continued that the budget can handle raises and many of the staff should be compensated for their work, many who did a phenomenal job. Treasurer McMillan could see the range go as high as 5%. McMillan also suggested the option of giving bonuses to staff who exceeded their job expectations during the closing of the library. Vice-President Barcelona would like to see the range remain the same as in previous years from 0—4%. Secretary McShane expressed worry about the loss in revenue. Finance Manager Kimmey stated the revenue recently was not strong but we will need to see what happens September through mid-October. Director Weimar said there has been a big reduction in fines, and there has been a decline in impact fees and the lowering of interest rates. The library did have money built in to the budget to transfer to Special Reserves. Weimar continued the library will not consider replacing the second half of the roof in 2021 but is looking into repaving the parking lot. Assistant Director Adamowski said she has received one budget quote of \$301,000 for the parking lot repaving which does not include sewer repair. She said she is planning to get more quotes so an accurate allocation can be put into the FY 2021 budget.

2021 Salary Schedule – For Discussion

Director Weimar stated the job descriptions for the Finance Manager and the Assistant Library Director have not been revised since 2018. At this time each position has taken on more duties and she is recommending the positions be moved up in grade levels with Finance Manager moving from level P to Q and the Assistant Director moving from Q to R. She continued that benchmarking should take place in 2021, and many job descriptions are being rewritten now so they will be clean and updated for the benchmarking process. In the draft 2021 Salary Schedule, all pay grades will move 2% over the 2020 figures.

Staff benefit cost allocation for 2021 – For Discussion

Finance Manager Kimmey has been in discussions with the library's health insurance broker, Assurance, who has given him some feedback as to what to expect this year with insurance premiums. Kimmey explained the library was given good pricing in 2019 and there was a 5% cap for 2020. There will not be cap on costs for the upcoming year 2021. Assurance told Kimmey there were a lot of claim experiences in 2019 that Blue Cross Blue Shield could not recoup. Director Weimar asked if the experiences are a part of the pool the library is in or is it determined only on OPPL experiences alone. Kimmey stated it was a combination of both. Kimmey continued that there may be a rate increase in the upper teens. Kimmey referred the trustees to the document illustrating 3 different scenarios the library could consider as far as annual cost to the library and the employee contributions. Kimmey recommended the library eliminate the PPO Gold plan. In scenario 1 the projected medical plan cost for 2021 encumbered by library would be \$535, 216; scenario 2, \$556,733; and scenario 3, \$542, 638. All of the numbers given are factored into the 3.75% draft levy. Kimmey continued that the library has no idea what plans the staff will select but he has built in a gap for the various options offered. Trustee Healy asked what percentage the retirees pay for their health insurance. Kimmey stated they pay 100% for their insurance coverage. He stated the different scenarios give the library an idea of what costs could be. He will also get quotes from other carriers so perhaps Blue Cross Blue Shield may adjust their figures. Assurance did a good job for the library the last two years. If this year is not deemed good, the library will look for a different broker for 2022. A question was raised about employee contributions to the health insurance plans. Kimmey stated the HSA (High Deductible) plan employee contribution has raised over the years from 3% to the draft amount of 7%. Treasurer McMillan stated he thought the contribution was low and Trustee Healy agreed stating it was obscene for employees to contribute such a low amount. Assistant Director Adamowski said that staff who choose the HSA plan have a high deductible they are responsible for. Director Weimar explained the BCO Silver plan allows employees to manage their health care options and can choose their doctors from 2 tiers. Tier 1 allows access to certain doctors and they have a lower deductible, while Tier 2 has a wider variety of physicians but with a higher deductible to pay.

Treasurer McMillan suggested having employee contributions be 15% across the board. Kimmey stated that would upset many employees if that was agreed upon. Trustee Healy stated staff need to recognize that insurance coverage is the same as real money, especially since they are paying so little. Discussion was held about the hours that staff work in a typical work week. Changing the hours worked from 37.5 to 40 hours per week would mean salaries would need to be raised. President Leafblad said it is hard to have an increase in work hours with no pay increase, but have staff realize the benefit is that the money is in the health insurance. Director Weimar stated although the library offers a decent pay to staff, master level staff are still under paid. Secretary McShane agreed the employee contribution should be changed but he believes 15% is too high. Director Weimar read a statement from Attorney Ken Friker stating the committee can keep the recommendation but may table it until the next meeting of the committee or put it on the agenda of the next regular board meeting. Kimmey said the library may not know the premium cost until November. President Leafblad asked if Assurance would release the information earlier. Kimmey stated the claim experiences for the past 10 months need to be accounted for and then they will release the figures. He also said an option for next year is to do a short year in which the library buys into a 6-month policy. Treasurer McMillan stated it might be a good idea to do it mid-year so there is no panic or pressure when preparing the budget.

Recommendation(s) to the Board of Library Trustees for Replacing the Shelver position with Library clerk in Grade Level F – For Action

Secretary McShane motioned to recommend to the Board of Library Trustees for Replacing the Shelver position with Library Clerk in Grade Level F. President Leafblad seconded.

No discussion.

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

Motion passed. 4 ayes, 0 nays, no absent

Recommendation(s) to the Board of Library Trustees for the 2021 Salary Schedule – For Action

President Leafblad motioned to recommend to the Board of Library Trustees for the 2021 Salary Schedule. Secretary McShane seconded.

Director Weimar explained the pay grade moves 2% annually but the staff salaries do not move along with it, which is why merit raises are given based on employee performance evaluations.

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

Motion passed. 4 ayes, 0 nays, no absent

Recommendation(s) to the Board of Library Trustees for the 2021 Grade Level D through M hourly staff raise increase – For Action

Vice President Barcelona motioned to recommend to the Board of Library Trustees for the 2021 Grade Level D through M hourly staff raise increase. Secretary McShane seconded.

No discussion.

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

Motion passed. 4 ayes, 0 nays, no absent

Recommendation(s) to the Board of Library Trustees for the 2021 Grade Level M – T salaried staff merit raise increase of 0—5% for 2021 – For Action

President Leafblad motioned to recommend to the Board of Library Trustees for the 2021 Grade Level M – T salaried staff merit raise increase for 2021. Treasurer McMillan seconded.

President Leafblad stated 0-4% range seemed fair. Treasurer McMillan inquired about bonuses for certain staff. Assistant Library Director Adamowski stated merit raises are given to staff on an individual basis dependent on their performance evaluation. Vice President Barcelona agreed with the 0--4% range, while Secretary McShane said 4-5% was a lot but agreed with the 5% limit. The trustees agreed upon recommending a 0--5% range for merit raises.

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

Motion passed. 4 ayes, 0 nays, no absent

Recommendation(s) to the Board of Library Trustees on the staff benefit cost allocation for 2021 – For Action

Secretary McShane motioned to not make a recommendation to the Board of Library Trustees on the staff benefit cost allocation for 2021. Vice President Barcelona seconded.

Director Weimar stated the committee can vote not to make a recommendation to the Board. It can be put on the next regularly scheduled meeting on September 21. The committee decided to not make a recommendation to the Board concerning staff benefit cost allocation for 2021 .

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

Motion passed. 4 ayes, 0 nays, no absent

Treasurer McMillan announced the annual evaluation of Director Weimar will take place during the Closed session of the September 21 board meeting. There are 5 categories on which Weimar will be evaluated on including the nearly completed Strategic Plan. Weimar thanked Assistant Director for working with the committee to complete the goals and action steps of Strategic Plan 2019-2020. The deadline to have the completed evaluations to Treasurer McMillan is September 17.

Announcement

President Leafblad motioned to adjourn the meeting and it was seconded by Secretary McShane.

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

Motion passed. 4 ayes, 0 nays, no absent

Adjournment

The meeting was adjourned at 9:10 p.m.

Charles McShane
Secretary

Approved: _____ Date: _____

Minutes prepared by Mary Adamowski