

Minutes of the Special Meeting of the Personnel Committee of the Board of Library Trustees of the Orland Park Public Library held October 4, 2021

The meeting was officially called to order by Treasurer Dan McMillan, Chair of the Personnel Committee at 7:50 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 Adamowski, Library Director; Anthony Andros, Assistant Library Director; Ross Kimmey, Finance Manager; Jill Boreham, Human Resources Generalist; Alice Grabowski, Administrative Clerk

None

Introduction of Visitors

None

Public Comment

Market Benchmarking & Compensation Structure Development Project results — For Discussion

New Business

Library Director Mary Adamowski began the meeting by summarizing the benchmarking compensation project conducted by Kathryn O'Connor of HR Source. Previously in 2008 and 2016, HR Source provided this service for the Library. HR Source recommends that a benchmarking study be completed every 3-4 years to maintain a competitive compensation structure. The Library's 39 job descriptions were reviewed and revised by four key staff members then sent to HR Source. The project's philosophy was to benchmark library specific positions to other libraries, similar in budget, staff size and population. Non-library specific positions (i.e. HR Generalist & Maintenance Superintendent) were benchmarked using the scale of 50% library data, 25% non-profit data and 25% for profit data within the Chicagoland area. Fourteen pay grades for all 39-job descriptions were analyzed at all three pay levels: minimum, midpoint and maximum. Positive results show the Orland Park Public Library having competitive pay in the current job market. Going forward, the goal is to remain competitive by focusing on retaining current employees and attracting new employees.

Treasurer Dan McMillan inquired about the status of the Library in the current job market. Director Adamowski acknowledged the library is very competitive. Human Resources Generalist Jill Boreham added the Orland Park Public Library is right on the mark with compensation in comparison to other libraries of its size. Finance Manager Kimmey stated by utilizing HR Source the Library can ensure all employees are within 95% of the midpoint of the Salary Schedule. After completion of the 2021 Benchmarking study only four pay grades needed adjustments. Trustee Healy inquired if the

adjustments needed were annual. Finance Manager Kimmey confirmed the numbers presented were a onetime adjustment. McMillan stated the Library is right in the ballpark with the numbers. Kimmey summarized the Benchmarking Study previously completed in 2016 had numerous significant adjustments. Therefore, the Library is doing a great job of keeping up with the current job market.

2022 Salary Schedule – For Discussion

Finance Manger Kimmey continued with the proposed Salary Schedule for 2022. The schedule was adjusted by 2.6% to align the numbers by 1/1/2022. Using this update and projecting ahead, calculations were made on all three columns within the schedule for the minimum, midpoint and maximum pay levels. The primary changes on the proposed 2022 schedule is the placement of all managers into the same pay scale. Previously, all manager positions were separated between 2 pay grades. Director Adamowski added the responsibilities of managers are similar regardless if the particular position requires an MLIS degree. Kimmey stated the Library Clerk position will continue to increase \$1.00 per year until 2025 to keep in line with the new Illinois Minimum Wage Law. Therefore, the duties and tasks of this position will need to be refined over the next year. Treasurer McMillan questioned the blank pay grades with no current jobs listed. Kimmey explained HR Source recommends including these gaps in the pay schedule to make room for future changes as job descriptions are modified and the market fluctuates. McMillan asked if the increase on the proposed 2022 schedule is based on the Benchmarking study. Kimmey confirmed.

Staff benefit cost allocation for 2022 – For Discussion

Finance Manager Kimmey presented the research completed on switching the Library to three possible consortiums for health care benefits. Gallagher has an 18-month waiting period at this time, WIN is currently not accepting new members, and LIMRiCC is set up to have all plan options controlled by the consortium only. Trustee McMillan asked if Gallagher would be an option. Kimmey responded the Library would need to use a short year for 2022, which would lead to 20% or more increase due to 2 renewal periods and 2 deductible payouts in one year - the cons outweigh the pros.

Finance Manger Kimmey referred the trustees to the documents illustrating 3 different health insurance breakdowns from the Library's current Health Insurance Broker – Assurance, a Marsh & McLennan Agency. At this point in time, no information from the insurance broker has been provided in regards to 2022 rate increases. Kimmey presented the possible breakdowns for 2022 annual cost increase by the Library; breakdown 1 is \$593,776; breakdown 2 is \$613,169; breakdown 3 is \$632,561. Treasurer McMillan inquired if any indication on the loss total for 2021 has been determined. Kimmey indicated that this information is not available to us by BCBSIL. HR Generalist Boreham added IMRF has a stipulation for all retired employees to remain on the Library's plan if they so choose. Kimmey continued by breaking down the documents further explaining types of plans and tier levels with projected expenses for both the Library and the employee costs. The 3 types of plans offered are the HMO, HSA PPO and the BCO PPO (2 Tier). McMillan asked how many are enrolled in each plan. Kimmey said out of the 28 employees utilizing health insurance, there are 14 enrolled in HSA PPO, 6 enrolled in HMO, and 8 enrolled in BCO. Furthermore, other coverages available to full time employees are Dental, Vision and a Group Life Insurance Plan. Both the Vision and Group Life Insurance have locked in pricing through the end of 2022. Trustee Healy asked if any life insurance is offered and paid completely by the Library. Kimmey explained the Group Life Insurance Plan by Guardian Life is offered to full time employees at no cost to them. Boreham said IMRF also offers a voluntary life insurance policy in which employees have out of pocket contributions. McMillan questioned if any type of disability insurance was offered. Kimmey responded no.

Treasurer McMillan inquired on the 1% projected increase for employee contributions in 2022. Secretary McShane stated historically the Library annually increases the employee contribution cost by 1%. Kimmey added when the Library started providing its own health insurance a few years ago, it was agreed upon that the increase per year would not be over 1% for employee annual premium changes. McShane added the 1% is ideal since the low employee contribution rates for health insurance is a draw for new employees. Vice President Barcelona agreed with the 1% increase. President Leafblad concurred. Kimmey stated this type of benefit offered to full time employees is another way to retain current employees and attract new employees as well. Treasurer McMillan

praised Finance Manager Kimmey on doing a phenomenal job.

Staff merit raises for 2022 – For Discussion

Director Adamowski opened the discussion explaining the process set in place for performance evaluations. In July/August, all staff complete self-evaluations including but not limited to goals achieved during the past year and goals for the upcoming year. Once the managers receive their employees' self evaluations, the managers write a performance evaluation for each staff member on their team. Once written, every evaluation goes to HR Generalist Boreham, who reviews for inconsistencies. Every evaluation is given to Director Adamowski to read. Director Adamowski conducts individual meetings with all managers to discuss each employee's possible merit increase based on the four categories of performance evaluation: Job Knowledge & Accomplishment, Service Orientation, Communication and Teamwork.

Director Adamowski is requesting the Staff merit raises for 2022 include a range from 0% to 5.5%. Despite the pandemic, there has been no interruption of services provided by the Library. In addition to services offered to our patrons, the Orland Park Public Library has welcomed patrons from the surrounding area looking for services because their libraries were not fully functioning. The Orland Park Public Library was one of the first in this area to open the doors to the public during the pandemic. Voluminous amounts of virtual programming was provided to all age groups. Hybrid programming became accessible which progressed to in-person programming offered as soon as it was safe to do so. Adamowski continued to state the new merit range increase would help the Library remain competitive in the job market and retain the hard working staff currently employed. All Committee Board members agreed the Library staff has done a wonderful job providing resources for the public, therefore this range of increase is acceptable.

Proposed staff benefit changes for 2022 – For Discussion

HR Generalist Boreham continued the discussion for proposed staff benefit changes, which include vacation, sick, personal business days and holidays. Assistant Library Director Andros stated this section relates to part time staff as well as full time staff. Boreham said the language currently used in the Employee Handbook needs updating. Changes suggested are prorating time off during the first year of employment with tracking time off on a calendar year basis. Treasurer McMillan agreed.

With reference to full-time staff vacation benefits, Boreham said vacation will be prorated during the first year of employment with no change to the total days earned. For new hires, vacation time can be used after the first 90 days of employment and will be prorated based on the quarter the employee started; Jan-March 100%, April-June 66%, July-Sept 34%, Oct-Dec 0%. In addition, language changes are recommended for current employee vacation time. The Library Director and Assistant Director would be changed to 20 days to start then increase 1 day per year not to exceed a total of 25 days. Managers would be changed to 15 days to start then increase 1 day per year not to exceed 20 days total. Other full time positions would be changed to 10 days to start then increase 2 days per year not to exceed 20 days total. With these proposed changes, the language used would be similar for all full time positions and vacation time will accumulate a little faster. Director Adamowski stated the current policy is confusing and can be interpreted differently. Treasurer McMillan asked if carry over is offered. Boreham answered there is a benefit offered to carry over vacation time. Manager Kimmey added currently there is a maximum of 5 days allowed. Director Adamowski has encouraged all staff to use their vacation time.

HR Generalist Boreham said vacation time for part time staff has proposed changes as well. Currently, part time employees accumulate 10 hours per calendar year. The accrual schedule would change to: 10 hours for year 1-2, 15 hours for years 3-5, 20 hours for years 6 plus. Carry over hours would change from 5 per year to 10 per year. For new hires, vacation time will be prorated based on which quarter the employee started; Jan-March 10 hours, April-June 7.5 hours, July-Sept 5 hours, Oct-Dec 0 hours. Treasurer McMillan asked for the definition of part time employees. Manager Kimmey answered all employees who work 25 or less hours a week. Director Adamowski said majority of staff at the Library are employed part time and longevity for current staff is very high.

Boreham reviewed sick time for all employees. The only proposed change for full time employees is the ability to take sick time in 1-hour increments only. Additionally, part time staff currently starts accruing sick time after 1 month of service. It is suggested to increase part time employees' accrual rate of sick time to 3 hours per month and increase the maximum accrual balance to 36 hours (currently the maximum accrual balance is 18 hours). The utilization for sick time for part time will also be changed to 1-hour increments as well. Adamowski stated the additional sick time for part time staff is crucial to most employees due to the ongoing pandemic.

HR Generalist Boreham continued with Personal Business days, which are offered for full time staff. The Library would like to remove the reasons for taking a Personal Business Day in the current policy. Also, a prorated accrual schedule for new hires is suggested based on the quarter the employee started: Jan-March 5 days, April-June 3.75 days, July-Sept 2.5 days, Oct-Dec 1.25 days. Director Adamowski confirmed Personal Business Days cannot be taken in conjunction with vacation time.

Additionally, Director Adamowski stated part time employees currently receive 4 paid holidays a year after the first year of employment which was established around 1988. Currently part time employees receive 4 hours of pay for New Year's Day, Memorial Day, Independence Day and Christmas Day. It is recommended that the bank of 4 holidays be given to part time staff during their first year of employment and be prorated depending on employee's quarterly start date. The proposed changes would add 2 more holidays beginning with the third year of employment. The two new holidays would be Labor Day and Thanksgiving Day. Treasurer McMillan inquired how many hours part time staff is paid for a holiday. Director Adamowski and Manager Kimmey confirmed it is a paid 4-hour day. Adamowski added this additional benefit for part time staff is another way to show the Library's appreciation of the work they do and to retain them as staff members.

Manager Kimmey explained the HSA medical plan and how the Library funds a portion to all active employees who select this plan. Trustee Healy asked if it was \$1,000. Kimmey said it is \$1,300 for employee only and \$2,600 for all other tiers if you are an active employee. Once the employee turns 65 they are no longer eligible for the contributions by the Library. Two alternatives were reviewed and rejected due to IRS non-discrimination rules. One other alternative suggested by KTJ would be to make a bonus payment to the active employee in which the net amounts would be equivalent to the amount they would have received otherwise. Trustee Healy inquired on the legality of the issue. Treasurer McMillan stated KTJ previously stated this is acceptable. Secretary McShane asked about the taxes on the dollar amount. McMillan expressed the employee will have to pay taxes on these compensation payments. Kimmey said there are a number of employees within a couple of years of reaching the age of 65 who would be affected. Secretary McShane questioned if this could be confirmed with the IRS and/or auditor. Kimmey responded a discussion with the attorney would take place to confirm legality.

HR Generalist Boreham continued with the last item for review, merit increases for new hires. Starting in 2021, increases would be prorated based on the quarter of hire date: Jan-March 100%, April-June 66%, July-Sept 34%, Oct-Dec 0%. President Leafblad asked if the raises are cost of living or merit. She continued to state that everyone should get the cost of living increase. Secretary McShane said the cost of living increase relates to inflation at the time. Finance Manager Kimmey confirmed last year an adjustment was made to give merit raises only to pay grades N and higher. President Leafblad said merit is based on performance, therefore to award one to a new hire is unlikely. Trustee Healy stated HR Source recommended to annually move the salary schedule by the percentage needed for market fluctuations. Kimmey said 8 employees across 4 pay grades are being adjusted in 2022. Leafblad asked for clarification if the merit raises awarded are in addition to cost of living increases. McShane inquired the default of merit raises are at 0% or if the default is at 2% to incorporate the cost of living increase. Kimmey stated the raises are based solely on merit. Treasurer McMillan said the goal is to award merit raises only. Leafblad noted the cost of living increase would not go away. Boreham stated the reasoning behind the shift on the salary schedule is to reflect the cost of living adjustments every year. Healy inquired if the proration of merit raises within the first year of employment is possible, given the amount of time working for the Library. Assistant Director Andros provided an example of our new IT Manager who started in April, in which this new proration scale would give this employee an opportunity to receive a prorated merit raise in 2022. Director Adamowski agreed in this situation currently, the new manager would have to wait 20 months for an increase if no proration is in place. President Leafblad concluded the Library provide only merit raises but asked for further discussion with the full board to make sure all trustees are in agreement.

Recommendation(s) to the Board of Library Trustees for the 2022 Salary Schedule – For Action

President Leafblad motioned to recommend to the Board of Library Trustees for the 2022 Salary Schedule. Treasurer McMillan 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 Staff (health insurance) benefit cost allocation for 2022 – For Action

Secretary McShane motioned to recommend to the Board of Library Trustees for the Staff (health insurance) benefit cost allocation for 2022. President Leafblad 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 Staff merit raises for 2022 – For Action

President Leafblad motioned to recommend to the Board of Library Trustees for the Staff merit raises (0 – 5.5%) for 2022. 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 proposed staff benefit changes for 2022– For Action

President Leafblad motioned to recommend to the Board of Library Trustees for the proposed staff benefit changes for 2022. Secretary McShane seconded.

President Leafblad inquired for clarification on what this includes. Finance Manager Kimmey stated this section includes benefits as a whole: sick time, vacation time, PBD time, holiday time, HSA and proration of raises for new employees.

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

Motion passed. 4 ayes, 0 nays, no absent

Adjournment

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

The meeting was adjourned at 9:30 p.m.

Charles McShane
Secretary

Approved: _____ Date: _____

Minutes prepared by Alice Grabowski