

# Minutes of the Special Meeting of the Personnel Committee of the Board of Library Trustees of the Orland Park Public Library held September 6, 2022

The meeting was officially called to order by Treasurer Dan McMillan, Chair of the Personnel Committee at 7:17 p m.

## Call To Order

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

2023 Salary Schedule – For Discussion

## New Business

Finance Manager Ross Kimmey began with a review of the proposed 2023 Salary Schedule located in the Special meeting Board Packet. Kathryn O'Connor of HR Source recommended moving the Salary Schedule up by 3% based on library survey data from February/March 2022. Since the start of the new pay scale would start January 1, 2023, Administration is requesting to increase the shift to 3.5%. Furthermore, the position of Library Clerk will continue the process of \$1.00 annual pay increases per year until 2025 to keep in line with the Illinois Minimum Wage Law. Four positions were adjusted with no major changes. Committee Chair Dan McMillan inquired about wage compression problems. Finance Manager Kimmey responded there is enough room between pay grades and does not anticipate an issue. Library Director Mary Adamowski confirmed the Library started this process earlier than most libraries and businesses and is on track. Chair McMillan commended Finance Manager Kimmey on his diligent work on this project and Library Director Adamowski agreed. Chair McMillan commented the 3.5% increase was reasonable and asked about the open pay grades. Finance Manager Kimmey stated the buffer between certain positions eliminates wage compression and will offer more flexibility between pay grades going forward. Library Director Adamowski said with this new proposed salary schedule the library would remain competitive in the job market and potentially attract new hires' attention.

## Staff Benefit Cost Allocation for 2023 – For Discussion

Finance Manager Kimmey referred the trustees to the two documents illustrating the potential health insurance breakdowns for 2023. The current Health Insurance broker for the library is Assurance and the library has had the opportunity to work with a new team this year. Trustee Healy asked how long we have been working with this company. Finance Manager Kimmey said it has been four years. The rates for 2023 are anticipated to be released mid-October. Chair McMillan inquired if there is any indication on how the rates will change for 2023. Finance Manager Kimmey stated the information he obtained indicated on average claims are running at 6-7% while drug claims are at 10-12%. Library Director Adamowski has been in contact with libraries covered by LIMRiCC and was informed their health plan had a 10% increase with Aetna as their insurance company. Human Resources Generalist Boreham said the team at Assurance Agency is looking for ways to lower costs. Some insurance companies are offering incentives to keep costs down. Secretary McShane asked the status of the results when one of the tier options were cut previously. Finance Manager Kimmey explained the library has been able to offer a range of packages to eligible staff including the HSA, BCO, and HMO plans.

Finance Manager Kimmey presented potential breakdowns for the 2023 annual cost increase by the library: breakdown 1 (6%) is \$591,042 and breakdown 2 (10%) is \$611,897. For the past several years an increase of 1% in employee contributions has been incorporated into the premium. The HSA amount will remain the same for 2023. Furthermore, all four plans are up for renewal in 2023 (health, dental, vision and life) and will be compared with other providers. Library Director Adamowski stated the library currently has BCBS for Medical and Dental. Finance Manager Kimmey confirmed it would be ideal to keep this provider if possible. HR Generalist Boreham added the library's insurance brokers will negotiate plans and prices on the library's behalf. Assistant Director Andros stated Administration staff was impressed with the new team at Assurance, and shared how the brokers stated COVID-19 is not affecting rates. Trustee Healy questioned if the numbers for the 2023 increase will be presented by the October Board meeting. Library Director Adamowski stated that this information may be available for the October meeting with November being the latest. Trustee Healy inquired if staff take advantage of the HSA. Finance Manager Kimmey confirmed there are approximately 17 staff enrolled in the HSA plan, five in the HMO plan and six in the BCO plan.

## Staff Merit Raises for 2023 – For Discussion

Library Director Adamowski stated it takes a village to keep us growing as a library from the bottom up to the top. Only seven staff members have left this year due to better employment opportunities and another five have been promoted from within. The library has started new services to the community recently including, but not limited to, the Library of Things and a new system of calculating the cost of nonresident cards. Some of the surrounding Library Directors have shown an interest in what we are doing and might proceed in the same direction. There have been Staff Focus Groups including all levels of staff to ensure a representation of ideas. The new Strategic Plan for 2023-2024 will focus on mental health, additional outreach services, service to veterans, and more. The Library has loyal collaborative staff and the managers continue to bring the ideas of the staff to Administration. Chair McMillan confirmed the staff is a good team with not a lot of turn over. Library Director Adamowski said there is an open door policy with staff and Administration. Finance Manager Kimmey continued to add that team retention has been in progress this past year and the library is hopeful to retain as many part time and full time staff as possible. Chair McMillan stated this retention goes both ways, on the employee end and on the patron end. There is a comfort level for patrons to see the same staff that they have come to know which encourages a high level of engagement. HR Generalist Boreham explained how the new approach to Staff Evaluations were revised this past year to make it an easier process on all. In addition, when the Staff Focus Groups were conducted, there were no reports of negative comments about the library. Assistant Director Andros added there is no quiet quitting among our staff. Staff are producing work that other libraries are interested in, which makes others ask what OPPL is doing to make this happen. With the retooling of the performance appraisal process, managers will be able to create a more precise evaluation of their staff which will be more objective in nature.

Library Director Adamowski is requesting the Staff merit raises for 2023 to include a range from 0% to 8%. President Leafblad inquired if the number will be different for all staff with some awarded 2%,

4%, etc. Chair McMillan stated he would encourage a 3.5% base. HR Generalist Boreham stated the raise is exclusively merit based. Chair McMillan added there are some extremely valuable staff that should get the 8% raise. HR Generalist Boreham explained there is a scoring system in place and each employee would be placed in a category to determine merit amounts. Assistant Director Andros confirmed the final staff merit raises would be approved by the Library Director. Library Director Adamowski said there has been much progress made in 2022 as shown through loyalty and dedication of the employees. Secretary McShane agreed this is needed to retain staff. Chair McMillan agreed in order to keep the current team intact this percentage is needed due to the cost of inflation. Secretary McShane inquired on the Cost of Living percentage increase. Library Director Adamowski stated HR Source recommends merit raises only. For some staff the increase in the insurance rates would deplete the actual increase. HR Generalist Boreham said staff understands this type of increase would not be every year and would be extremely grateful. Chair McMillan added he believes the Cost of Living increase is 8-10% for this calendar year. President Leafblad explained there has been a blurry line between cost of living raise verses a merit raise in previous years. Secretary McShane asked what the average rate increase would look like for most employees. Finance Manager Kimmey said average would likely be the 5.5 - 6% range. Secretary McShane asked if numbers could be presented to the Board of Trustees on how much of an overall increase this will be. Library Director Adamowski said it should be possible for the September Board meeting.

#### Proposed Staff Benefit Changes for 2023 – For Discussion

Trustee Healy asked how many employees are on staff who have life insurance benefits. Finance Manager Kimmey stated there are 31 employees who are eligible. The life insurance is two times the annual salary with a cut off at \$150,000. The amount will also reduce with age.

Finance Manager Kimmey continued to add there are a variety of things other libraries are offering their employees such as Floating Holidays. Our library does not offer this benefit. HR Generalist Boreham asserted that a floating holiday would provide a staff member to pick the holiday most important to them for a day off, i.e. President's Day, day after Thanksgiving, Eid, Martin Luther King Jr. Day, etc. Assistant Director Andros said Juneteenth would be an option as well. Finance Manager Kimmey stated other libraries are closed for holidays more often than OPPL and a way to minimize closing is to offer this option. Chair McMillan asked how many sick days a year full time staff accumulate. Library Director Adamowski confirmed full time staff accumulate 1 day a month and part time staff accumulate 3 to 4 hours a month. President Leafblad said Floating Holidays are appealing since it is not realistic to close the library for more holidays. This benefit expresses the value the employer places on the employees' heritage and faith. Chair McMillan asked for clarification on Sick days and Personal days already in place. President Leafblad inquired if the Floating Holiday would accrue or be lost if it is not used. Library Director Adamowski explained it would be the same as Personal Business Days in which if it is not used, it is lost. Chair McMillan asked how much Vacation time is accrued for full time employees. Finance Manager Kimmey stated it depends on how long staff have been employed and what level the employee is at. Trustee Healy stated it is up to four weeks of vacation currently. HR Generalist Boreham added the four weeks is only after five years of service and for certain employees. President Leafblad inquired if this benefit is for all staff. Library Director Adamowski and Finance Manager Kimmey agreed it should be for all staff, both full time and part time. Vice President Barcelona questioned if the Floating Holiday would have to be taken on certain days of the year. HR Generalist Boreham explained yes, where a Floating Holiday would be given to staff in lieu of closing the library for more Holidays. President Leafblad asked if we could limit this particular benefit to part time employees since they have less paid time off. Vice President Barcelona stated it should be for all employees. Finance Manager Kimmey added there are quite a bit of libraries offering this benefit to help retain and attract employees. Vice President Barcelona questioned if this would be one day per year. Finance Manager Kimmey stated one day per year would be good but two is ideal.

#### Recommendation(s) to the Board of Library Trustees for the 2023 Salary Schedule – For Action

Secretary McShane motioned to recommend to the Board of Library Trustees for the 2023 Salary Schedule. Vice President Barcelona 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 2023 – For Action

President Leafblad motioned to recommend to the Board of Library Trustees for the Staff (health insurance) benefit cost allocation for 2023. Secretary McShane seconded.

Chair McMillan inquired if the total increase of the insurance would be between 6-10%. Library Director Adamowski stated the final numbers will be determined by November’s Board meeting at the latest.

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 2023 – For Action

President Leafblad motioned to recommend to the Board of Library Trustees for the Staff merit raises (0 – 8%) for 2023. Vice President Barcelona 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 2023– For Action

President Leafblad motioned to recommend to the Board of Library Trustees for the proposed staff benefit changes for 2023. Secretary McShane seconded.

No discussion.

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

Motion passed. 3 ayes, 1 nays, no absent

President Leafblad motioned to adjourn the meeting and it was seconded by Vice President Barcelona.

**Adjournment**

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 8:21 p.m.

Charles McShane  
Secretary

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

Minutes prepared by Alice Grabowski