

# Minutes of the Special Meeting of the Personnel Committee of the Board of Library Trustees of the Orland Park Public Library held September 25, 2023

The meeting was officially called to order by Treasurer Dan McMillan, Chair of the Personnel Committee at 7:12 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; Kristine Fassler, Trustee

Committee Members absent:

Staff present: Mary Adamowski, Library Director; Anthony Andros, Assistant Library Director; Ross Kimmey, Finance Manager; Alice Grabowski, Administrative Clerk

None

## Introduction of Visitors

None

## Public Comment

2024 Salary Schedule – For Discussion

## New Business

Finance Manager Ross Kimmey directed attention to the proposed 2024 Salary Schedule. Across the various pay grades, a 3% increase is requested beginning January 1, 2024. There are no changes in the format of this document for the upcoming year. The Library Clerk position will be increased to a minimum of \$14.00 per hour as of January 1, 2024 per the Illinois Minimum Wage Law. President Leafblad inquired if the 3% increase is in addition to what was added in 2023. Finance Manager Kimmey confirmed this is the case. Committee Chair McMillan pointed out the range between the minimum and maximum pay in each grade and asked if there were any movement of positions within the pay grades. Finance Manager Kimmey responded all positions are staying in the same paygrades in 2024. Furthermore, he explained this Salary Schedule is not the amount to be awarded in raises; it is a market adjustment to stay competitive to attract new hires. Trustee Healy questioned if this new salary schedule is in place for new hires. Assistant Library Director Andros responded that the Salary Schedule is the baseline used when recruiting new staff. Secretary McShane added if there were staff members below the minimum whose wages would increase because of this. Director Adamowski stated when there is a new hire added to our team, the amount offered is slightly lower than the current staff within the same department based off the Salary Schedule. Trustee Healy asked if the 3% increase is being requested due to the library's budget or off recommendations from HR Source. Finance Manager Kimmey shared HR Source typically recommends 2-3%.

## Staff Benefit Cost Allocation for 2024 – For Discussion

Finance Manager Kimmey referred the trustees to the projected health insurance cost documents for 2024. On the documents, the 2023 costs are listed as reference and two scenarios are presented for next calendar year (increases of 8% and 16%). Marsh and McLennan's Assurance (MMA) provided input in the past week with a range of 7-18% of possible premium increases. Chair McMillan stated this is a wide range. Secretary McShane and President Leafblad both agreed this has been the typical range provided the last couple of years. Finance Manager Kimmey continued to explain the library added on a fourth option for health insurance plans in 2023 to keep costs down. The fourth plan was a second high deductible plan and the out of pocket costs made the pricing more favorable. Secretary McShane asked if any staff members elected to enroll in the new plan. Finance Manager Kimmey said there is a mix of employees in all four plans offered with only a few in this higher deductible option. Director Adamowski added this high deductible plan has deductibles at \$6,000 and \$12,000 per year. She continued to state that the information provided on the spreadsheets within the highlighted columns are only potential scenarios. A meeting is scheduled this week with MMA to discuss ways to reduce 2024 potential increases. The exact numbers are not expected to be released until late October/early November.

Chair McMillan asked how the health plans are being utilized in terms of employee participation. Finance Manager Kimmey stated employees have selected a plan to enroll in from the four plans offered. In terms of employee contribution for each plan, it is slightly different depending on the plan selected. For 2024, the employee contribution increase of 1% is being considered for each plan offered. This will bring the HMO to 15%, both HSA PPO plans to 10%, and the BCO PPO plan to 17%. Chair McMillan agreed this is the path we have followed in the past and would like to continue in this fashion. Trustee Healy inquired if there was information on the how much the Village of Orland Park asks their employees to pay for health insurance premiums. Finance Manager Kimmey responded the library is independent from the Village in regards of health insurance and there are differences in the type of policies. Trustee Healy requested information to be provided at the next meeting for comparison purposes. Chair McMillan stated the library has a stable team of employees in part due to the salaries and benefits that are offered. Director Adamowski added 70% of the library's operating budget is for salaries and benefits. Chair McMillan said the employees of the library are hardworking and talented; therefore, they need compensation to encourage them to stay. Director Adamowski mentioned we have recruited staff from other libraries due to the compensation package offered, including family coverage options.

## Staff Merit Raises for 2024 – For Discussion

Director Adamowski referred back to the past two years for merit raise ranges. Based off this data, Director Adamowski is requesting a range of 1% to 7% to be awarded to all employees in 2024. There is considerable loyalty among the staff and expressed dedication to the library. Staff have been diligently working to bring the patron numbers back up to pre-pandemic levels. In order to retain the valuable staff and recruit new talent, this increase will be appreciated. Assistant Director Andros added the library has been able to recruit not only full-time, but also part-time employees due to the packages offered. President Leafblad continued to state the effort from employees to successfully bring the numbers back up is significant. Director Adamowski agreed that the remarkable staff have been working tirelessly and the library is very close to pre-pandemic numbers. With the new evaluation process introduced in 2023, the merit raises will be even more objective. Each staff member has had an opportunity to review their performance with their managers three times in 2023. This provides constant feedback and follow-through. The substitute librarians are extremely valued as well; therefore, a 1% increase is requested for those employees. Both Assistant Director Andros and Finance Manager Kimmey agreed this increase for substitutes is greatly needed. Assistant Director Andros added the new review process for employees is a five point scaling system verses the three point system previously in place. The classification between excellent and exceeds is clearly differentiated. President Leafblad mentioned the distinction between cost of living raises verses merit. Director Adamowski said all raises are solely based on merit. Chair McMillan asked the number this percentage will average out to among all staff. Manager Kimmey responded the average is expected to be between

5-5.5% for 2024 using the range requested. Director Adamowski stated using the merit system for raises is more beneficial to the library. Chair McMillan agreed using the merit system keeps employees motivated in which then retains the current talent and attracts top new hires as well. Secretary McShane said the increases provided to staff should ideally average 5%. Trustee Healy added the library did have turnover starting in 2013 and has been able to attract and retain strong employees since.

#### Paid Leave for All Workers Act – For Discussion

Director Adamowski began by explaining the Paid Leave for All Workers Act is an unfunded mandate from the State of Illinois. Chair McMillan pointed out that the library is already offering Paid Time Off to employees. Finance Manager Kimmey said there are requirements in which no restrictions can be placed on this paid time off. If there are any restrictions associated to paid time off, the hours used will not fall into the new Paid Leave for Workers Act. Vacation time and Sick time both have requirements associated with the usage. The State of Illinois has not released the final guidelines regarding this Act. Chair McMillan inquired if the Personal Business Days given to full time staff fall under this category. Finance Manager Kimmey confirmed the Personal Business Days of 37.5 hours given to full time employees is covered. However, if the information provided at this time stays the same, then the full time staff allowance will increase to 40 hours a year. The biggest impact will occur with the part time staff since no Personal Business Days are currently provided. The part time staff will be given different amounts of hours under this new Act since guidelines are based on hours worked. Currently, the information provided requires one hour per 40 hours worked. It is estimated that 1,135 hours will be given in more time off with the new Paid Leave for All Workers Act. Chair McMillan asked if the financial impact would be around \$15,000. Finance Manager Kimmey noted the amount could be upwards to \$20,000. Chair McMillan stated the time off given will be pro-rated by hours worked and is unfunded by the state. Finance Manager Kimmey explained the potential need to hire more substitutes to help fill the gaps. President Leafblad asked if substitutes fall into this provision. Finance Manager Kimmey stated the substitutes do fall into this category of paid time off. Once they reach 40 hours, then time is given. Chair McMillan commented that Finance Manager Kimmey has always done an excellent job with budgeting and has confidence he will do a great job implementing the new mandate. Finance Manager Kimmey said the Act will become effective on January 1, 2024 and time off can be taken as of April 1, 2024. Director Adamowski stated with this category of time off, no reason will be required of staff to take time off. HR Source is providing educational webinars on this topic. Chair McMillan questioned if this time off will be front loaded at the beginning of the calendar year. Finance Manager Kimmey said it is being considered, but the decision is not final. The new time off will need to be coded differently than what is currently provided. Paycor has the capabilities to allow for this category. President Leafblad mentioned it makes sense to utilize more substitutes.

#### Recommendation(s) to the Board of Library Trustees for the 2024 Salary Schedule – For Action

President Leafblad motioned to recommend to the Board of Library Trustees for the 2024 Salary Schedule. Secretary McShane 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 2024 – 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.

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 2024 – For Action

President Leafblad motioned to recommend to the Board of Library Trustees the Staff merit raises (1 – 7%) for 2024. 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

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

**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 8:20 p.m.

Charles McShane  
Secretary

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

Minutes prepared by Alice Grabowski