

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068
Personnel Committee of the Whole Meeting of the Board of Trustees
held via videoconference – January 12, 2021 at 7:00 p.m.

President Rapisand explained that the Library Board was meeting via videoconference and stated that she authorized the Board to meet remotely as per Illinois Public Act 101-0640 which, among other matters, amends Section 7 of the Open Meetings Act to allow meetings of members of a public body subject to the Act to occur without a quorum being physically present at the meeting due to COVID-19.

ROLL CALL

Trustees Present: Lauren Rapisand, President; Karen Burkum, Vice-President; David Somheil, Secretary;
(via videoconference) Stevan Dobrilovic, Treasurer; Alexandra Hanba; Josh Kiem; Michael Reardon; Joseph Steinfels; Deepika Thiagarajan

Others Present: Angela Berger, Interim Library Director; Alyson Doubek, Library Finance Manager.

PUBLIC COMMENT

None.

CALL TO ORDER

Committee Chair Hanba called the Personnel Committee meeting to order at 8:02 p.m.

Trustee Reardon made a

MOTION: to approve the minutes of December 8, 2020

Trustee Thiagarajan seconded the motion.

President Rapisand expressed concern that she was marked absent for a vote when she was at the meeting. Trustees said that she was on a call when the vote took place.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan

Motion passed.

Salary plan

There was some discussion of when the new minimum wage rates take effect. Committee Chair Hanba said that the law goes into effect July 1, 2021. Finance Director Doubek said that went into effect January 1.

Interim Director Berger reviewed the memo which provides background on where the Board is at in terms of compensation philosophy and review of salary grades, review of positions, minimum wage increases, and compression issues as that continues to increase.

Finance Director Doubek directed the Board to the salary plan recommendation in the memo which summarized and indicated the cost.

Committee Chair Hanba stated that everyone should be making current minimum wage, July 1, 2021 inflation adjusted minimum wage starts to go into effect for Cook County and for Illinois. Should not look at compression until we know the economic impact of COVID. The chart is from when the salary reviews were initially done and she does not think the chart is up to date with salaries and hourly rates.

Interim Director Berger explained that Director Smith looked at every employee, where they are in the salary range, and what their evaluation might be in order to make the recommendations for the merit pool.

Finance Manager Doubek explained that the primary goal of establishing this plan now was to assist in preparing numbers for budget, the Library was required to provide numbers to the City. The stub year budget is being prepared now, and salaries are a significant share of the budget.

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Committee Chair Hanba did not understand how the Board could approve the salary plan without updating the numbers.

Trustee Reardon said this is a timing issue. The City wants numbers before the Library plans out what the salaries will be for the upcoming year; the plan is finalized later. It is like putting the cart before the horse, but this is the way it has always worked. Finance Manager Doubek said that hopefully will be changing as a result of the fiscal year being changed to a calendar year for 2022.

Interim Director Berger said this was Director Smith's attempt to plan ahead for what will be needed. The City is requiring that the Library submit stub year budget numbers now. Trustee Reardon said the Board reserved right to change number when the salary planning is actually done.

There was some discussion as to whether the Board could have input into the budget number before it is finalized. It was determined that they would be able to review it again before the budget is finalized.

Interim Director Berger said the Board will approve the stub year budget next month at the February meeting. She explained that the salary plan (which was included in the draft budget) included: contingency of \$13,000, additional engagement resources for \$20,000 and \$59,500 for merit pool.

Trustee Reardon said that in past, when a salary plan has been done, it has come in under the projected amounts. In the past, directors have overestimated for purposes of preliminary budget. Interim Director indicated that the memo contains an analysis of the distribution of salaries resulting from the budgeted increases. The salary ranges have been established but not updated. Trustee Hanba said the updated data are needed to determine where the ranges are.

Renewal of illness in the workplace for library staff policy

Committee Chair Hanba explained that the Board approved this extension through January 31, 2021. Now it is recommended to extend to March 31, 2021. This was prepared when it was uncertain whether the federal government would pass a law mandating this policy again.

President Rapisand said that the mandate under the FFCRA expired December 31, 2020 but that employers could voluntarily enact a policy. Treasurer Dobrilovic agreed, stating that businesses could receive a tax credit if they voluntarily implement this policy that gives employees paid sick leave if they have COVID or think they have COVID (does not apply to Library as Library is not business).

Committee Chair Hanba recommends that this be extended through March 31, 2021. The best thing to do is give staff time off if they do have COVID or have symptoms. President Rapisand agrees, she would hate for someone to come to work if they are sick. Treasurer Dobrilovic agrees, it is best not to endanger staff if someone thinks they have COVID.

Trustee Reardon asked about a line in the document that says the benefit covers all of 2021, and asked what is the time frame this would be in effect. Committee Chair Hanba recommends extending per the federal law. Does not mandate paid sick leave but allows employers to voluntarily provide. Trustee Reardon does not think the policy is necessary due to the fact that it was put in place to comply with federal law which is no longer in effect. The Library already had generous sick leave policy. President Rapisand said that Library employees are considered front line workers and she believes this is an important benefit to provide at this time.

Treasurer Dobrilovic formerly would have agreed, but through personal experience, thinks it is important to protect workers and ensure that those who may be sick or have symptoms stay home to minimize risk of infecting others.

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Committee Chair Hanba said she doesn't want to make staff use sick time now if they have COVID or COVID symptoms, if they get sick later in the year they won't have sick time left. She supports extending the policy through March 31, 2021.

Interim Director Berger pointed out that the policy as amended requires staff who accrue sick time or paid time to use their own paid sick time or PTO before additional sick pay is provided. As currently written, only employees who do not have accrued time would be covered under this policy. Trustee Hanba said the policy previously was that employees would get additional time for FMLA; up to 2 weeks paid time, but for the majority of staff does not apply. Finance Manager Doubek noted that staff has not abused this. Interim Director Berger noted that the last time this was discussed was at the December 18 special board meeting. The policy was amended at that time; benefit eligible employees must first expend regularly accrued sick or PTO time before use of this benefit.

Treasurer Dobrilovic said the original policy allowed an additional 14 days of sick time for anyone who suspected or knew they had COVID without having to use regular PTO. That makes sense for what this policy is trying to accomplish. He believes this is important to safeguard the workforce from COVID and to create an incentive not to come to work when employees are sick. Committee Chair Hanba and President Rapisand agreed. Trustee Reardon suggested reverting to the previous policy and requested to see it again. Treasurer Dobrilovic proposed adding this to the agenda for the Board meeting.

Bradbury Miller timeline and next steps

President Rapisand presented to trustees the announcement for the Library Director position developed by Bradbury Miller. A meeting was held with management staff to discuss specifics and all duties as assigned. They were provided with the previous job description from the last director search. She reported on the updated search schedule, and survey which she and Trustee Hanba met with the consultant to put together. She asked for feedback on the position announcement. Trustee Steinfelds asked if quantitative numbers should be included under responsibilities – number of staff, physical location, physical plant description, budget number, resident number, supervising staff. Committee Chair Hanba noted that staff, budget and resident numbers are included in the announcement. Committee Chair Hanba said this is more of a summary, the job description will be more detailed. Trustee Reardon noted that the budget figure is inflated by sprinkler system this year; the budget is generally not that high. President Rapisand suggested a budget range or average budget; it was agreed to change this number to \$5 million.

Treasurer Dobrilovic suggested including that the building is newly renovated.

For the schedule, the application period is January 24 – March 14. Bradbury Miller will review and determine if more applicants are needed or if there was an adequate pool of candidates. Bradbury Miller will send top candidates to search committee and Board and will also send all applicants for review. Search committee is currently President Rapisand and Committee Chair Hanba to adhere to IOMA rules. Prescreening interviews will be completed by consultants by March 30; they will meet with the search committee to present on March 31. The search committee will select 6-8 semi-finalists for a meeting via zoom April 6 – 7. Final interviews with the full board will be conducted on April 21. Negotiations are targeted for April 28 completion; start date depends on candidate availability.

Trustee Reardon asked how many it would be narrowed down to for semifinalists. Committee Chair Hanba replied that there would be around 6-8 semifinalists, and then narrow down to 2 - 4 candidates for final interviews. Trustee Reardon shared that the last time a search was conducted, trustees had differing opinions on what the Board was looking for. He was concerned that there may be a danger in having only 2 people doing pre-screening and not getting what others on the board may want. He said the Board may lose something if there isn't a big enough pool for the larger board to consider. Committee Chair Hanba said this was why Bradbury Miller is doing so much up front work to get on same page of what trustees are looking for. They discussed having Bradbury Miller come to meetings to chat and provide updates – talk through candidates. She said candidates may have concerns about

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IOMA and open interviews. Candidate may not want it to be public that they are interviewing. Trustee Reardon said that last time, to avoid that issue, interviews were held in closed session. Trustee Kiem said there was no reason closed sessions couldn't be conducted via Zoom. He also noted that the last round of the Director search, there was an opportunity for community input. He looked for a sense from the Board on whether that was worthwhile to conduct that again. Committee Chair Hanba said they did discuss with Bradbury Miler and the possibility of finalists giving presentations that are public. It is something that is common and recommended, just not listed on schedule. She agreed that it was a good thing. There was discussion regarding how the interviews would be conducted and who would be involved. Trustees Steinfels, Kiem and Reardon indicated they were interested in participating in the semi-finalist round of interviews. President Rapisand said she would bring this feedback back to Bradbury Miller.

Interim Director Berger reported that the management team met with Karen Miller of Bradbury Miller and had a good conversation, that they felt good about the process.

Other business

Interim Director Berger reported that the Illinois Library Association is advocating for vaccine eligibility for Library staff. They are proposing that Library staff be included in - 1b or 1c - for vaccination.

Personnel closed at 9:12 p.m.