

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 – March 9, 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; Alexandria 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 7:49 p.m.

Trustee Somheil made a

MOTION: to approve the minutes of February 9, 2021

Trustee Reardon seconded the motion.

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

Motion passed.

Update on Director Search

Committee Chair Hanba shared that there are currently 26 applicants for the Library Director position. The consultant expects 5-7 more before the closing date which is Sunday, March 14.

Trustee Kiem asked what the consultant's process is, what the next steps are. She said the Board will have access to all applications. The consultant will make recommendation on who they think should be interviewed, but Board will see all applications and can choose to interview any candidates they wish.

2021 Salary Plan

Interim Director Berger explained that before Director Smith left she completed a detailed analysis on a position by position basis, and based on that, developed a budget for what salary treatment might look like this year. That is where the budget data came from for this year for merit increases. Ranges used were based on survey data from 2019 HR Source annual salary survey. Director Smith had started benchmarking with 2020 data, which Interim Director Berger finished but at the direction of the Board, this is not what was used to evaluate where people stand in the ranges. There are merit increases for people who are within the salary range, there are one time bonuses for people at the max of the range and other adjustments were made to move people more toward the midpoint or market rate for their positions. The memo in the packet provides data for FY20, FY21 and SY21, looking at a distribution of what percentage of employees were either a) below 95% of the midpoint of their salary range, b) at 95-105% or c) 105% of the midpoint and above. With the salary treatments proposed by Director Smith, 49% of employees are within 5% of midpoint, about 27% are at 105% or more of midpoint and 24% are below 95% of the salary range. She noted that there had been concerns among the Board that the effects of COVID are unknown; salary ranges may decrease due to COVID. We won't have that salary survey data until July. Salary treatments proposed keep people within ranges that date back to 2019 data. Benchmarking based on 2020 data indicates that most ranges increased over 2019 but that does not speak to what may have happened since March 2020.

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 – March 9, 2021 at 7:00 p.m.

Trustee asked if the salary ranges are of the Park Ridge Public Library or data ranges from HR Source salary survey. Interim Director Berger replied that salary ranges were developed using salary data from HR Source survey (data collected as of March 1, 2019). Committee Chair Hanba said she had reviewed this information and is comfortable with the memo and data.

Trustee Reardon asked if at end of stub year, the Board would change raises to be effective Jan. 1? Hanba confirmed. Reardon asked if because of shortened time period, if that would that be taken into account for this increase or for next year's budget? Interim Director Berger replied that the proposed raises are prorated for 8 months.

Committee Chair Hanba responded that it is complicated, and based on many factors – looks at individual people, their performance, benchmarks etc. She feels that what is really going to be needed to determine market rates for each position is updated salary survey data. She recommends not doing an adjustment now; wait until we have the data.

Treasurer Dobrilovic asked if the proposal was that employees received raises in August, 2020 and now we are contemplating waiting until January 2022 to provide additional raises? Committee Chair Hanba clarified that the proposal is that they will get a raise in May for stub year, then January, 2022 at beginning of next fiscal year. Treasurer Dobrilovic clarified that we are giving raises in a period shorter than 1 year. Is there a way to pro-rate those raises for the period of time. Get 2/3 of dollar figure which represents 2.9% of salary. Interim Director Berger said that the annualized raise is prorated for 8 months.

Treasurer Dobrilovic asked if it is necessary to change the timeframe for annual salary adjustments (currently May 1) just because the fiscal year is changing to a calendar year on January 1, 2022? Committee Chair Hanba said it is better to align to budget, and have more current survey data. Treasurer Dobrilovic asked about considering moving to January over a period of time? In 2022 adjust timetable to 10 months then to 8 months.

President Rapisand clarified that under proposed plan, employees would receive raises in May for previous year's work. In January, 2022 we will adjust to new FY, looking at data from 2021 salary survey to make sure that salary ranges reflect market rates. Hanba confirmed.

Trustee Steinfels said that across community, there are people being hit hard by current economy. There is some discontent out there with regard to library being closed. What will the perception be in the community if employees get raises at this time?

Vice President Burkum said of course Board members are concerned about how things are perceived, but she makes decisions based on what makes sense, based on data.

President Rapisand: Looking at 2020 data we can determine how the industry has been affected, what is trending now and make an educated decision. The timing will work well, we will have data 6 months prior so we have time to make healthy decisions for the community and library.

Trustee Kiem stated that the Board's philosophy has been to give raises based on performance and competitive market rates- if anyone wants to argue that, they should come to Board meeting to state their objection. Last year,

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 – March 9, 2021 at 7:00 p.m.

the raises were deferred from May – August. The Board had no problem going May – August with no raises. It's about paying people what they deserve.

Committee Chair Hanba said that a lot of companies did not get increases. Does it make more sense to be fiscally responsible and wait until we have data and wait to make salary adjustments in January?

Trustee Kiem said the employees had delayed raises last year, that was a penalty to the employees; it seems unfair to employees. The plan was to make adjustments in May 2020; that was delayed for the data. Now we are considering pushing it farther. The Board should do the right thing. Give them the raise in May.

Committee Chair Hanba explained that there are multiple ways to do this. That's why we need a compensation philosophy that we follow and figure out what we are comfortable with.

Trustee Reardon stated that to some of the community, they are not getting services they believe they are paying for. When they hear Library employees are getting raises, they may feel they are not getting the services they deserve and they are getting a tax increase to fund it. The Board has to consider that is a valid point of view, it's not the only point of view but we should recognize it. If we were a revenue driven business, and receipts were down, we would not be able to give raises. We have to realize we haven't been giving patrons/community same level of service in terms of number of hours opened, etc. It is important to keep this perspective in mind.

Committee Chair Hanba explained that employees get paid a salary to do job. Salary increases are based on performance, benchmarking, their value moving forward. Through accepting employment, they are accepting conditions of employment. Salary adjustments are based on what you did and where the world is – where and how should you get paid moving forward. In May – do we look at all these things and adjust salaries for remainder of 2021 or do we wait until January to consider the new data?

Trustee Steinfels expressed concern about the perception in the community with regard to the level of service they have received and the fact that employees will be getting raises. His concern is that there will be undue focus on the raise issue. He feels it is a community focus issue.

Treasurer Dobrilovic agreed with the points that were made and that he shared their concerns. He wondered if it was better to stay on the same schedule. He questioned if the Library is giving raises too often.

Vice President Burkum stated that just because the library is not open does not mean that staff is not working. Staff has been working; they have reinvented themselves and service delivery during the pandemic. It is not right to nickel and dime their raises because we are in pandemic. If you were a well-run corporation, you would invest in your people so they perform. This is the time to invest. Staff has reinvented the library. This is not the time to cut back.

Committee Chair Hanba asked for a straw poll on the option of moving forward with increases in May as stated in memo or to pause, no increase in May implement increases in January, 2022.

Trustee Reardon suggested there could be a hybrid option. If a staff member was below the midpoint and an excellent performer, they could be brought to a point where they might be retained; there could be a reduced pool of money for a special group of people.

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 – March 9, 2021 at 7:00 p.m.

Treasurer Dobrilovic proposed that with receiving new salary data in June, the raises could be given in August, and not again in January 2022. Trustee Reardon pointed out this would be one year from the last raise. Then the Board could reassess schedule and over the period of a few years, move toward aligning with fiscal year in January. Committee Chair Hanba said the data could be aged to be relevant to January 2023.

The Board discussed the timing of salary adjustments.

President Rapisand pointed out that the stub year is complicating the issue. Committee Chair Hanba said it is hard to know what the data is going to say for the last year. She likes idea of waiting until we have current data.

Interim Director Berger suggested that it may be relevant to look at what other publicly funded entities in Park Ridge are doing (city, park district, school district)? She believes the City has budgeted increases and will maintain their current schedule for salary treatments (May 1).

Trustee Reardon said the goal was to make sure people were at a market rate. In order to achieve that goal, the Board should wait until August to see what that market rate actually is. What other taxing bodies are doing doesn't matter to him.

Vice President Burkum noted that comparing to school and park districts didn't really work; the dynamics are different, unions are involved, it's not an even comparison.

The majority of the Board agreed with waiting until August to consider salary adjustments. Committee Chair Hanba stated the objective should be to get employees to between 95-105% of their market rate according to the latest salary survey.

Other Business

Update on staff vaccinations

Interim Director Berger stated that Cook County makes the determination of what category library employees fall into with regard to vaccination priority and currently, library workers have not been included in a category. The City of Chicago has categorized library employees in Group 1C.

Trustees recognized the need to advocate for Library staff to be vaccinated. Interim Director Berger said that Library staff are front line employees – hundreds of patrons are in the building each day interacting with staff.

Trustee Reardon asked Alderman Melidosian, who was present at the meeting, to advocate for Library staff to be included in the vaccination pod that the City is participating in. Interim Director Berger asked for clarification as to the status of Library employees as City employees. Trustee Reardon said it is his understanding that library employees are no longer considered to be City employees. Ald. Melidosian said he will raise the issue of vaccine eligibility for library employees with City Manager Gilmore.

Trustee Kiem recommended reaching out to Cook County, State of Illinois or the ILA to see how the Board can advocate for staff. Interim Director Berger said the ILA put out templates to advocate to public health officials, she has sent a letter to Cook County on behalf of the Library.

The meeting adjourned at 9:16 p.m.