

## 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 in the First Floor Meeting Room of the Library

August 8, 2023 at 7:00 p.m.

Committee Chair Hanba opened the Personnel Committee meeting at 7:28 p.m.

#### ROLL CALL

Trustees Present: Anita De Frank, Alexandra Hanba, Josh Kiem, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek and John Priala, Library staff

Trustee Hanba made a

**MOTION:** to approve the minutes of July 11, 2023

Trustee Rapisand seconded the motion.

Roll Call vote: Yes: Hanba, Powers, Rapisand, Rusk, Somheil, Thiagarajan

Abstain: De Frank, Kiem, Renaldi

#### Motion passed

#### FY24 SALARY PLAN

Director Bertucci reviewed the memo beginning on page 12 of the packet explaining that each year, the library's salaries are benchmarked using data from the HR Source Annual Salary Survey for Libraries. The Board's compensation philosophy of maintaining an internally equitable and externally competitive compensation structure that allows the Library to recruit and retain highly proficient and qualified employees is used as the baseline for compensation decisions. In the current employment market, external factors present challenges to employers as a result of low unemployment rates and continued pressure on employers to increase wages in response to increases in the cost of consumer goods. Increases to minimum wage are also a significant factor.

These factors in combination with the Salary Survey data were analyzed to develop a salary plan that rewards staff in line with the Library market and continues to adjust the lowest grades of the pay scale. The secondary goal of this plan is to create a sustainable personnel budget during this anomalous economic time. Additional data on staffing levels and salary budgets is included in the memo.

For FY24, Director Bertucci is recommending \$98,270 in increases in the following areas: \$77,680 for 4% average merit pool; \$14,600 for one-time merit bonuses; and \$5,990 for merit adjustments based on updated pay grade/scale and minimum wage adjustments. Director Bertucci explained that one-time merit bonuses are used for employees who have reached the top of their salary range.

Trustee Powers asked if the job titles used by HR Source are the same or equivalent as those of the library. Director Bertucci replied that care is taken to make sure data is comparable and job descriptions are used to ensure that positions are well matched to the HR Source data. Trustee De Frank inquired about the libraries that participate in the survey to which Director Bertucci replied that the survey data is broken down by operating budget, number of employees, and population size served to aid in the use of data that is comparable to that of our library.

Trustee Rapisand made a

**MOTION:** to approve the FY24 Salary Plan as presented, which includes \$98,270 in increases in the following areas; \$77,680 for 4% average merit pool increases; \$14,600 for one-time merit bonuses; and \$5,990 for merit adjustments based on updated pay grade/scale and minimum wage adjustments

Trustee Hanba seconded the motion.

Roll Call vote: Yes: De Frank, Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan

#### Motion passed

#### OTHER

None

Meeting adjourned at 7:48 p.m.