

**Messenger Public Library of North Aurora Committee of the Whole  
November 2, 2017 7:00 p.m. Meeting Room #6**

**Call to Order:**

President Treest called the meeting of the Messenger Public Library Committee of the Whole Planning Meeting to order at 6:50 p.m.

**Roll Call:**

Trustee Sparks called the roll:

Attending: President Marguerite Treest, Vice President Mary Beth Hutches Treasurer Tanya Berley, Secretary Corinn Sparks, and Trustees, James Hicks, Dominick Leo and May Steed.

Members of the public in attendance: Bryan M. Platt and Yanet Platt.

Messenger Library Staff in attendance: Joanne Galloway, Head of Technical Services and Jessie Affelder, Head of Adult Services.

Public Comments: Bryan Platt commented that he loved “this place. No other commented from the public were presented.

Administrator Davis reviewed with Board members the following items:

**Sections three and four of the Library Personnel Manual.**

Following a review of the Manual (*pps 49 – 83*) Board members were all in agreement that that the following sentence should be added to Section 3 *Compensation and Performance* on page 54 regarding the “*Promotions*” policy:

*When an employee is promoted from a salary schedule level to a higher salary schedule level their pay will not be less than what they were earning from the lower salary schedule level from which they were being promoted.*

Davis noted that he would draft a proposed revision of the Policy for the Board to formally review and affirm the wording and then to motion to approve for the December 14, 2017 Board Meeting.

**Review of Payroll Administration.**

The Board reaffirmed to carry on with the current payroll administrative practice of adjusting salaries based upon the length of time the employee has been in the current salary schedule level position they are occupying at the time of the salary increase and not to base the increase upon employee’s longevity from the time the employee actually began employment and started working for the Library.

Administrator Davis noted to the Board that several libraries have policies that award a one-time bonus on the employee’s anniversary based upon the total number of years of employment with a library at five, ten, fifteen and twenty or more year intervals. Davis at a future C.O.W. Meeting

is going to look into presenting to the Board for review and consideration a draft policy from other Libraries to bring to the Board for budget consideration and review with potential procedures for implementation if and when it is approved by the Board.

**PTO Time Policy**

Joanne Galloway, Head of Technical Services for the Library questioned the Board and noted that the charts on page 61 of the Personnel Manual needed to be clarified for employees. She noted that there had recently and in the past been some questions and confusion on the part of some staff on the ranges noted in the Charts on page 61.

Board members reviewed and discussed the charts noted by Galloway. The Board all agreed that to avoid further confusion the “Charts A and B” on page 61 in the Policy titled “Paid Time Off Part Time Employees” in Section 4: Benefits and Services should be changed to be more clearer as to the range of hours and caps for PTO time. Davis noted that for the minutes the Charts currently appear as follows in the Personnel Manual:

**Chart A:**

Hours Worked Per Week	Yearly PTO Allowance
10 or less	24
Up to 15	39
Up to 20	56
Up to 25	75
Up to 34	96
More than 34	119

**Chart B:**

Hours Worked Per Week	Employee Start Month			
	Jan, Feb, Mar	April, May, June	July, Aug, Sept	Oct, Nov, Dec
	PTO Allowance			
10 or less	24	18	12	6
Up to 15	39	29	19	10
Up to 20	56	42	28	14
Up to 25	75	56	37	19
Up to 34	96	72	48	24
More than 34	119	89	59	30

The Board directed the Library Administrator to revise the charts so that they would read and appear as follows:

**Proposed Revised (Highlighted in Yellow)**

**Chart A:**

Hours Worked Per Week	Yearly PTO Allowance
10 or less	24
11 to 15	39
16 to 20	56
21 to 25	75
26 to 34	96
More than 34	119

**Proposed Revised**

**Chart B:**

Hours Worked Per Week	Employee Start Month			
	Jan, Feb, Mar	April, May, June	July, Aug, Sept	Oct, Nov, Dec
	PTO Allowance			
10 or less	24	18	12	6
11 to 15	39	29	19	10
16 to 20	56	42	28	14
21 to 25	75	56	37	19
26 to 34	96	72	48	24
More than 34	119	89	59	30

Davis noted that he would prepare proposed draft revision of the Policy for the Board to formally review and affirm the Chart revisions as shown above for the December 14, 2017 Board Meeting.

**Comparison of Salary Charts for Area Libraries**

Trustee Treasurer Berley reviewed with the Board the comparison chart in the Board packet of other library salary schedules. The Warrenville, West Chicago and Sugar Grove Libraries were used as comparable libraries. The Board were in agreement that the salaries for the Messenger Library were in line for the positions and with other comparable Libraries and that at this time no further major adjustments were required.

### **Written Procedures on Merit Pay and Evaluation process for Staff**

The Board reviewed the current Procedures with regard to salary and merit pay adjustment polices. There was a discussion on how evaluations were administrated for staff and also how merit pay was awarded and administered.

Administrator Davis noted that in June he met with every single employee and reviewed their current pay, their merit pay increases and benefits paid by the library and the employee and he also discussed and reviewed their new salaries based upon the approved July 1 2017 1.85% across the Board salary adjustment for staff. The Board suggested that the Administrator continue this practice to meet with the staff and to distribute a salary and benefits overview each year following the start of the fiscal year.

### **Library Administrator's Written Annual Evaluation**

President Treest noted that she would finalize and turn in the May 2017 annual written evaluation for the Library Administrator. The report had been delayed and was not in the Administrator's personnel file.

### **Staff Survey of May 2017**

Trustee Secretary Sparks and Trustee President Treest agreed to work on drafting a response to the Staff survey and staff concerns that were provided to the staff during the month of June 2017. The draft would be reviewed with other Board members and then distributed to staff as soon as is possible.

There were no further questions or items for discussion placed before Administrator Davis or Board members in regards to the agenda items or provided material.

A motion was made to adjourn the Committee of the Whole Meeting by Trustee Secretary Sparks and seconded by Trustee Hicks. All approved. Motion carried.

The Committee of the Whole Planning Meeting adjourned at 8:34 p.m.