



LA GRANGE PUBLIC LIBRARY
Personnel Committee Meeting
Tuesday, August 9, 2011
7:30 p.m.
Donna Raymond Board Room
Minutes

Present: Jane Byczek, Bridgette O'Connor, Becky Spratford, Jeannie Dilger-Hill

Guests: Mary Nelson

1. Called to Order 7:46 by Jane
2. Public Comments regarding items on the agenda: None
3. Unfinished Business: None; in fact, Jane noted, this is the committee's first ever meeting
4. New Business

- Salary Scale Revision [Discussion]

Jeannie went to a meeting where it was suggested that the Salary Scale be adjusted every 3-5 years. We did our 3 yr adjustment and Management Association of Illinois (MAI) said we should really do it a bit every year and then review the whole scale every 5 years. ESC did the last study. We adopted their salary scale, but the numbers were already a year old at that point. So the numbers are 4 years old, going on 5. It is time.

Jane reviewed the history of the last salary scale adjustment for Bridgette.

Jeannie got a proposal from MAI to do salary scale revision. Jane's goal for tonight is to discuss the concept of salary scale revision in general.

Jeannie had the group look at page 3 which is the "Compensation Program Project Overview."

First step is to give them our updated job descriptions and specifically check essential function, education and experience because those determine pay.

MAI will make sure we categorize people properly as exempt or nonexempt.

What salary survey will we use to compare? They use LACONI salary survey and MAI's member library salary survey. They would match us to other libraries based on employees and library size, but we would pick 10-12 to consider as our "competition." They would then do a custom extract for us. Blending in some for-profit data for other non librarian jobs like Business Manager, but we can chose the percentage of that blend.

They take the data, market price it, and bring it all up to a common date since the surveys are done at different times of year (mathematical computations).

Then they create a pay grade structure. Then we can discuss and approve. They then create a payroll report to help us figure out the cost to implement it; for example, what it costs to move people to the minimum vs moving people to the middle of the pay scale. They would also adjust anyone near the maximum. But Jeannie thinks this will not be an issue.

Jane went back to job descriptions. She asked Jeannie if the job descriptions are okay. Jeannie did look at these right away when she first started. She compared it to other places she had worked. She thinks they are “pretty good.” One thing though is that there needs to be more parallel language. Different departments use different language for the same thing.

Some jobs descriptions have a lot more detail than others.

MAI wants Jeannie to review all job descriptions before we undertake the salary scale process.

Jeannie feels our education and experience in the job descriptions are dead on, but the essential functions part is lacking. Our job descriptions do not have this.

Becky asked Jeannie if she felt that she could get ready to work with MAI or if it was too overwhelming. Jeannie needs to talk about timeline with MAI to clarify this. Becky clarified that she wanted to make sure we leave enough time to do this right. Jeannie and the group agreed.

Bridgette asked about expense. The MAI proposal is for \$4,000. This is the amount we had anticipated and put in the budget for this fiscal year.

Jane asked about maintenance. We are paying \$4000 to implement this now, but what about keeping it up. MAI has said they would include a maintenance plan to implement it over time.

Jane asked the committee about how to present it to Board. In August Jeannie will present a broad overview of the proposal and we will invite Kathryn from MAI to come to the September meeting. We will save the detail for the September meeting.

Jennie brought up Compensation Philosophy. Kathryn said this is an important discussion to have. Do we want to meet, lead, or lag the market? Every choice is legitimate but all need to be discussed. Also, who is “the market?” Who are we competing with for staff? Mary asked if we can change the philosophy based on the job. Can we for example meet the market for clerks but lead for Department Heads? Jeannie asked if Jane

could begin that discussion at the August meeting.

Next was Jeannie's report on American Library Association Conference session on "Pay for Performance" [Information and Discussion] – Dilger-Hill

- Jeannie handed out notes on the workshop. She reviewed her notes with the committee.
 - Bridgette asked how it works now. Jeannie said we have no merit increases right now, just COLA. This past year, MAI came and did a performance review program for the Department Heads and they seemed receptive to merit increases if done correctly.
 - Jeannie continued reviewing her notes. Implementation strategies were discussed. MAI could do hourly consulting to talk about the concept with management team and Jeannie. This is in staff training budget.
- Staff Core Values Statement update [Information] – Dilger-Hill
 - The core values were handed out to the committee and will be presented to staff at the in-service on Aug 12th.
 - The committee looked at them.
 - Jane asked when core values are reevaluated. Becky suggested it come after a new strategic planning session.
 - At some point, after the staff has lived with it, they will share values with public. The public is the intended audience.
Jane summed up the action steps after tonight's meeting. Jeannie will talk to Kathryn at MAI about the first two parts, salary scale and merit increases.
Values: Jeannie will let committee know how it goes with the staff's gut feelings on the draft.

5. Public Comments regarding matters not on agenda-- None

6. Motion Adjournment Becky, Bridgette 9:12.

Respectfully Submitted,
Becky Spratford