

Minutes  
La Grange Public Library  
Combined Meeting of the Personnel and Finance Committees  
March 13, 2018  
7:30 p.m.  
Donna Raymond Board Room

Present: Laurie Braun, Tom Krueger, Bridgette O'Connor, John Reardon, Becky Spratford (arrived 8:13)

Staff: Stephen Bero, Interim Executive Director

Public: None present

Meeting called to order by Finance Committee Chair Bridgette O'Connor at 7:35 p.m.

Budget discussion: Bero presented the draft 2018-19 budget, to be discussed by the full board at the March meeting and approved at the April meeting. Bero noted that he has included all staff development requests except for one of two requests to attend ALA in New Orleans because of cost. He suggested that all trustees have an ILA membership; no decision. He also suggested that travel be a line item rather than taking travel expenses from contingencies. The committee requested the following: check whether projected revenue from fines and replacement tax is reasonable; allow for up to 25% increase in insurance costs; check long-term capital plan to see if any repairs/replacements are scheduled; provide more specific information on staff development. All agreed that the capital fund should continue to be replenished.

Salary benchmarking: Bero noted that the options are to maintain the current wage scale, which he doesn't recommend; adopt the Management Association's revised scale; or adopt a hybrid. Krueger presented three options; the committee recommends adopting the option with a \$10/hour minimum, with modified steps and ranges with slightly larger increases at lower grade levels, and midpoints of most ranges raised to market benchmarks. Goal is to have employees close to midpoint, to be accomplished over 2 or 3 years at the Executive Director's discretion.

At 10:00 p.m., Spratford moved and Reardon seconded that the committee convene in executive session to discuss the performance of specific employees of the library pursuant to 5 ILCS 120/2(c)(1). Roll call: Braun aye, Krueger aye, O'Connor aye, Reardon aye, Spratford aye.

The committee reconvened in open session at 10:02 p.m. The committee will make the following recommendations to the full board: move the position of Digital Services Coordinator to grade 8, Head of Member Services to grade 9, and Assistant Head of Children's Services to grade 7. The committee also recommends that the Board adopt the new salary scale at the March 20, 2018, meeting.

Annual review of financial accounts: O'Connor reported that both PMA and MB are handling the accounts in an acceptable manner.

Job advertisement for Executive Director: Minor revisions were suggested. Spratford moved and O'Connor seconded that the revised advertisement be posted March 14, 2018. All in favor; none opposed.

Auditor: Bero reported that he, supported by legal counsel, recommends a change to the indemnification and liability terms in the auditor's (Sikich's) engagement letter, but Sikich doesn't agree to the change. Spratford noted that the Village of La Grange also is audited by Sikich; it was suggested that Bero contact the Village's Finance Director, Lou Cipparrone, to discuss; a compromise may be acceptable.

O'Connor adjourned the meeting at 10:51 p.m.

Respectfully submitted,

Laurie Braun

Board President