



**MINUTES OF THE LA GRANGE PUBLIC LIBRARY  
PERSONNEL COMMITTEE MEETING**

**January 23, 2018**

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**PRESENT:** Laurie Braun, Tom Krueger, Bridgette O'Connor

**STAFF:** Stephen Bero

**VISITORS:** None

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Meeting called to order by Laurie Braun at 6:30 pm.

#### Director Search Firm

Proposals from the two search firms that were received by the deadline—Bradbury and Keister—were reviewed. It was agreed that both were qualified and are known in the field. The firms' current workload, their methodologies, and their fees were discussed.

**Workload:** Both firms are engaged in local searches at present, Bradbury with Barrington and Keister with Park Ridge.

**Methodology:** Both engage in active searches, seeking out candidates. Bradbury uses a standard questionnaire. Keister presents only finalists in person. Both plan to close in June.

**Fee:** Keister: \$19,500. Bradbury: \$20,000.

**Things to ask:** How do they handle candidate confidentiality? What do they think is our realistic pool of candidates? Who would we work with—principals or associates? We should emphasize the important of having final candidates meet with staff in some format: interview, meet-and-greet.

Steve recommended calling in both; committee members agreed. Steve will call them next day (1/24/18) and ask them to come for 30-minute interview during special board meeting planned for 2/6/18. Both firms have been made aware of this date previously. Interviews will take place at 6:30; Studio GC will present at 7:30.

#### Salary Benchmarking

The committee reviewed the Management Association's report. Board responsibility: To establish the wage scale policy re page grade assignments.

As background, Steve reported that staff had expressed some anxiety about the process. They felt that the last benchmarking, in 2011, had caused disruption among staff; 15% subsequently left. Some staff also felt that the proposed scale benefited the higher tiers more than the lower tiers. Steve recommends conducting a benchmarking every 2 years; this can be done internally.

Tom noted that MA's proposed wage scale was not much higher than the previous one. He also questioned why two assistant department heads were now in different pay grades. Steve will find out the rationale behind this and email trustees.

MA's recommendations were to move employees closer to the midpoint in their pay grade. Steve noted that this could be done over 2 to 3 years rather than all at once.

Tom and Laurie would like to see the wages at the lowest pay grade increased. Laurie would like the minimum to be \$10. Bridgette cautioned that this would have a significant impact if rippled up the pay scale; brief discussion of whether this could be handled by adjusting ranges, creating smaller steps between pay grades, etc. No recommendation reached.

The committee was not confident it could endorse the Management Association's report at this time. Tom offered to write a report on the concerns.

The meeting was adjourned at 8:54 p.m.

Respectfully submitted,

Laurie Braun  
Board President