

Western District Library
1111 4th St | PO Box 70
Orion, IL 61273
(309) 526-8375 | Fax (309) 526-3222
westerndistrictlibrary.org

TO: BOARD OF TRUSTEES and Meeting is Open to the Public
RE: Minutes of Personnel Committee **10:00am, Monday, August 13th, 2019**

- I. Call to Order – Jeanine M called the meeting to order.
- II. Public Comments (when offered) – None.
- III. Approval of minutes from June 10th and June 25th meetings – Minutes were approved, Candace S made the motion, Jan G seconded.
- IV. Briefly discuss the LACONI salary/wage survey from HR Source – Jen presented the results of a RAILS survey of library positions broken down by budget. She mainly pretended this for information reasons before going over possibilities for staff raises.
- V. Review agreement letter for Director reclassification – The agreement letter for the library director, acknowledging the approved raise from the July 22nd board meeting, was presented. Jan G and Jen R signed it.
- VI. Review possibilities for staff raises – Jen presented raise possibilities for the staff, including 1, 2, and 3 percent. She attempted to reflect vacation costs, and how it would affect each fund used. The committee also discussed having a separate fund to account for training wage costs, along with the mileage costs. The committee decided to recommend a 2% raise for the staff to reflect the hard work they’ve done through all the transitions. The committee also agreed that a training opportunity could be covered by the Endowment Fund, with approval from the board.
- VII. Recommendations for updating vacation language and accrual policy – Jen brought the issue of the vacation language to the committee. HR consultants had told her that the language should be reviewed in order to unambiguously show how vacation is given out, and when it can be used. The committee members explained that they had chosen a lump sum method of giving out vacation, as this made bookkeeping easier. Jen argued that an accrual method is generally considered better by the legal advice she had gotten, and would see if the new accounting firm would be able to accommodate it. The committee did not make a decision at this time, and Jen will be looking into clearing up the language so that it does not show “accrual” if the vacation is meant to be given as a lump sum.
- VIII. Recommendation for updating sick leave accrual policy – Jen recommended to the committee that sick leave be earned and taken on an hourly basis rather than a daily basis; this would be easier for managing and would allow staff to only take the time they needed for a doctor’s appointment, or something that didn’t take a whole day. The committee did not make a decision at this time.
- IX. Closed Session (if needed, no action may be taken) – None.
- X. Adjourn – Jan G made the motion to adjourn, Candace S seconded. All were in favor.

Respectfully submitted,

Jen Ryder
Library Director