

WESTERN DISTRICT LIBRARY
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TO: BOARD OF TRUSTEES and Meeting is Open to the Public
RE: Minutes of Personnel Committee: 11:30 AM, Tuesday, September 17th, 2019

- I. Call to order – Chair Jeanine M called the meeting to order.
- II. Public Comments – No public comments offered.
- III. Approve minutes from 8/13/2019 – With slight adjustments, Jan G made a motion to approve the minutes. Candace S seconded, all approved.
- IV. Discuss job openings – Director Jen Ryder went over the job posting for the youth services librarian position, to replace Mary Ellison. The committee discussed the starting wage, also factoring in the changing Illinois minimum wages over the next 5 years. It was agreed that the committee would recommend that the starting wage be \$11.60, reflecting the increase taking into effect January 2020, when the minimum wage jumps to \$9.25. Existing library policy states that employees start at minimum wage plus \$.35, so \$9.60 starting Jan 2020. It was also agreed that since the programming positions require more work and more specialization, the library would offer \$2 more an hour than the regular beginning wage, thus the \$11.60.

The committee also amended some of the requirements, and discussed where the job would be posted. It was agreed that the Dispatch, since it costs \$700, might not be the best place to post. Jen said she would post it physically in the library and in the district, as well as digitally (library website, Facebook, RAILS site, Indeed.com, etc.). Applicants will be required to email in their applications.

The committee will meet at a later date to go over the language from the 2015 policy regarding staff wages, and will update it to reflect IL minimum wage.

Jen also brought a quote for a cleaning company, rather than post the janitor/facilities job as a payroll position. Snow removal and yard work were part of the quote, and since WDL has a local company handling snow removal, this could be crossed from the quote. The committee asked Jen to look into the requirements for yard work, and that Jen find out how much it would cost to have the company come three times a week instead of two. Jen believes that going with a company, at least for a few months to start, will be beneficial; cleaning can happen right away, and it gives the library more flexibility. Jen will bring the quote to the upcoming finance and board meeting for review.

- V. Review job postings and job descriptions – See notes above, this topic was covered in the previous agenda item.

- VI. Discuss vacation payout – Jen and the committee reviewed Mary Ellison’s vacation payout for her last day, September 27th, 2019. Jen had originally calculated, from unused vacation earned from the year before, and vacation Mary had earned through the current fiscal year through August, which she would be entitled to 24.5 hours of vacation on top of her last wages. The committee agreed to add the hours she would have earned in September, making her vacation payout 28.75 hours. The committee then discussed switching to a monthly accrual system for vacation accumulation, still with a cap, which would ease the process of paying out vacation at termination in the future. The committee will discuss this at a future meeting.
- VII. Discuss updating hiring procedures – Jen proposed adding the requirement that new hires should successfully complete a background check before hire. The committee agreed. This will be brought to the full board meeting in September, and Jen will find the right company to do this work. The cost should be between \$20-40 per hire.
- VIII. Closed Session (if needed) – None.
- IX. Other topics and future agenda items – The committee briefly discussed contingency funds for staff and board recognition. The finance committee will discuss it at their meeting later September 17th.
- X. Adjourn – Candace S made a move to adjourn, Jan G seconded.

Respectfully submitted,

Jennifer Ryder
Library Director