

FONDULAC DISTRICT LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING MINUTES
September 16, 2019

Members of the Fondulac District Library Board of Trustees met in special session on Monday, September 16, 2019. President Sherwood called the meeting to order at 6:00 p.m.

On roll call, the following members were present: Mr. Cadwalader, Mrs. Humphrey, Mr. Lasswell, and Mr. Sherwood. Also present were Mrs. Buhr, Director and Mrs. Geier, Business Manager. Mrs. Cole and Mr. Grose were absent. Alyssa O'Laughlin and Ellen Hanks were also in attendance.

M/S/P (Lasswell/Cadwalader) to go into Executive Session at 6:02 p.m. to discuss 5 ILCS 120/2 C(3), the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. On roll call, all present voting yea.

M/S/P (Lasswell/Humphrey) to return to regular session at 6:55 p.m. On roll call all present voting yea.

M/S/P (Lasswell/Cadwalader) to table the appointment of a new board member until the September 30, 2019 meeting.

Mrs. Buhr stated that at the August board meeting she had discussed the benchmarking/compensation project with the board and was asked to bring her plan along with how she wanted to implement it to the September meeting. She reported that Mr. Sherwood joined her for the wrap up phone call with HR Source. Mrs. Buhr reported that since this is not a static document until the project is done again, she will call HR Source every October to have the scale reviewed for structure adjustments based on the economy, with changes usually around 2%, to be sure we keep up with inflation. The complete project should be redone every 3-5 years.

Mr. Lasswell stated that he had a concern with survey sources, item D on the benchmarking spreadsheet being a metro Chicago compensation survey since their salaries would be much higher. Mrs. Buhr stated that a geographic adjustment was applied. She reported that HR Source used Economic Research Institute to determine what the adjustment should be, and all the Chicago area surveys were reduced by 8%. Mrs. Buhr explained that of the surveys used, the LACONI library survey only includes comparable libraries to Fondulac based on budget, service population, and employment size. Mr. Lasswell stated he would like to see a survey from local libraries. Mrs. Buhr stated she will gather that information but may go a little outside the immediate area to include similar libraries. Mr. Lasswell stated that he also has concerns regarding the staff above the benchmark, past the maximum. He feels that these people have been at the library for a long time and feels that by not giving them raises, it would negatively affect staff and by possibly giving bonuses, they are being treated differently than everyone else. Mr. Cadwalader feels that the board can't continue to give raises at the current rate and that bonuses would still let the staff know that they continue to be a vital part of the library.

Mrs. Buhr stated that her priority is to get everyone on the scale by January 1 and feels that she will be able to do that this year with the budget as is. Her next steps would be to figure out a way to show appreciation to the staff that are over the max, but not by compounding something that is unsustainable, and to review the remaining staff to see where they belong on the scale and work to get them in the appropriate place. Mrs. Buhr stated that she feels this could take several years as the library can afford it. Mrs. Buhr stated that she put an executive session on the agenda so that the board could discuss the director's salary because if she is going to create a plan, she can't make any decisions on her own salary so would like some direction as to not have to do the work twice. Mr. Lasswell stated that he would like the other board members in attendance to discuss the director's salary.

For clarification, Mrs. Buhr asked the board if they are requesting that she bring a plan to the September meeting (as had been discussed in the August meeting). Mr. Lasswell stated that the board can use the numbers from the HR Source report. Mr. Cadwalader asked if Mrs. Buhr would like to have this project approved by the November meeting. Mrs. Buhr stated that she would like it approved by the October meeting, so she can discuss the project with staff at the November staff meeting. She then plans to have personal discussions with each staff member as to how this project will affect them. She would like to have that done by mid-December, with all adjustments effective January 1.

After discussion, it was clarified that the board has what they need to proceed with the plan submitted by HR Source. Mr. Lasswell stated that the board would give Mrs. Buhr direction at the September meeting and if any changes need to be made. Mr. Lasswell suggested the Mrs. Buhr get any changes to the board early in October so they have time to look it over and individually discuss any questions with her.

Mrs. Humphrey left at 7:32 p.m.

M/S/P (Lasswell/Cadwalader) to adjourn at 7:34 p.m.

Secretary

Approved at _____
September 30, 2019

Recorded by: Tamara A. Geier