

WAUCONDA AREA PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

PERSONNEL & SALARY COMMITTEE

MINUTES

Monday, April 27, 2020

The meeting was held online via Zoom at 6:09 p.m. with the following Library Trustees present: Mrs. Morris (Chair), Mrs. Coolidge, Mrs. Sorensen, and Mr. Pankey (ex officio). Committee members absent: none. Staff present: Elizabeth Greenup (Library Director); Julie Cerqua (Administrative Services Manager); Molly Jostock (Business & Technology Librarian).

Mrs. Morris presided. The meeting took place online via Zoom.

- I. **Roll Call** – Morris (Chair), Coolidge, Sorensen, Pankey (ex officio).
- II. **Audience to visitors**
No visitors were present. All participants verified no one was in the background as a visitor.
- III. **Action: Executive Session**
No action taken.
- IV. **Library Director's Recommendations**
 - A. **Cost of Living Increase and Merit Increases** – There was discussion about switching from the annual percentage increase to a Cost of Living Increase based on the most recent Consumer Price Index release in March of 1.5% for all staff and then an additional 0.5-2.0% merit increase dependent on employee performance.
 - B. **Adjustments for minimum wage increase to \$15.00/hour by 2025** - The library continues to monitor employee wages to ensure compliance with the minimum wage increase to \$15.00/hour by 2025. The library is on target to realize this.
 - C. **Staffing changes** - Staffing changes are likely due to the current COVID-19 situation.
 - D. **FY2020/2021 Payroll Budget** - The FY2020/2021 payroll budget is projected to increase by 3.51% over FY2019/2020 due in large part to 27 pay periods in the fiscal year instead of the usual 26 pay periods. Additional increases for FICA, health insurance, and IMRF were also budgeted. The total projected amount for

FY2020/2021 is \$1,967,860.

E. General discussion about library services and functions took place.

V. Adjournment

Mrs. Sorensen made a motion seconded by Mrs. Coolidge that the meeting be adjourned. Voice vote. All in favor. Motion carried.

The meeting adjourned at 6:45 p.m.

Approved May 11, 2020

President

Secretary