

WARRENVILLE PUBLIC LIBRARY DISTRICT
Library Board of Trustees Committee of the Whole Meeting
Wednesday, May 18, 2022, 6:00 p.m.

1. Call to Order – Trustee DuRocher called the meeting to order at 6:00 p.m.

2. Roll Call

ATTENDING: Trustees DuRocher, Picha, Richardson, Ruzicka, Stull, Warren

ABSENT: Trustee Lezon

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Public Services Manager Paul Dobersztyn, Marketing Specialist Kathy Gaydos, IT Associate Duncan Jones, Acquisitions and Cataloging Manager MaryKellie Marquez

a. Approve Remote Attendance and Participation – no requests for remote attendance and participation were received

3. Public Comments – none

4. Review of the second draft of the FY23 Working Budget & Benefit Policy Recommendations

Trustee DuRocher thanked Director Whitmer for all her hard work on the budget.

Director Whitmer reviewed her recommendations as outlined in her May 10 and May 18 memos.

SALARIES

- 4% cost of living increase for all staff plus merit increase of up to 2% depending on each employee's overall performance rating.
- Increasing the vacant shelver position from 16 to 20 hours per week.
- Adding 5 hours per week to an existing employee to teach computer classes, many in Spanish.
- Adding a full-time Human Resources Manager
- Adding a full-time Graphic Designer

HEALTH INSURANCE

- Recommendations will go into effect for 1/1/23 renewal
- Premium sharing with the library paying 90% of the premium based on the lowest cost plan for medical, vision and dental for the employee.
- Premium sharing for spouse/child/family coverage with the library paying 50% of the premium based on the lowest cost plan.
- Eliminating the employee Health Savings Account contribution.

ANNUAL LEAVE

- Eliminate the Paid Time Off Policy for part-time employees and include them in the Annual Leave Policy. She reviewed the proposed earning rate schedule for managers and other employees.

SICK LEAVE

- Add a sick leave benefit for part-time employees. They will earn 12 pro-rated sick days per year.
- Carry-over will be the same as for full-time employees.

PAID HOLIDAYS

- Add three floating holidays to the current paid holiday list. These can be used for when the library is open (religious holidays, state holiday, federal holiday or an employee's birthday).
- Full-time employees will continue to earn 7.5 hours for each paid holiday.
- Part-time employees will be pro-rated using each employee's authorized weekly hours.

USE OF FUND BALANCE

Director Whitmer recommends the library use up to \$200,000 of fund balance to cover Corporate Fund expenditures.

She explained the projected fund balances.

BUDGET ADJUSTMENTS

Director Whitmer reviewed the budget adjustments which will reduce the need for use of the Corporate Fund balance and conserve the Special Reserve Fund balance.

Director Whitmer explained the liability insurance will cost more this year due to the new policy having a calendar year renewal date. The budget will need to be increased to \$32,500 as the library will be paying for 18 months total during FY22-23.

Director Whitmer reviewed several other impacts that will require revisions to the second draft including the possibility of a 15% increase in health insurance premiums and an expected delay in the replacement of doors.

There was no opposition to Director Whitmer's recommendations. She will update the budget for approval in June. All agreed no committee meeting is needed in June. Staff will prepare revised policies for the board to review and approve in June.

5. Items for Information/Discussion

Trustee DuRocher would like to see the merit increase be raised from 2% - 3%.

6. Adjournment

MOTION: Trustee Stull moved to adjourn the meeting at 6:51 p.m. Trustee Ruzicka seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustee Lezon

Motion carried

Respectfully submitted,



Heather J. Stull, Secretary
Board of Trustees
Warrenville Public Library District