



PERSONNEL COMMITTEE MEETING

June 15, 2023

MINUTES

Trustee Snow called the meeting to order at 6:07pm. Present were Trustees Susan Snow and Rose Zubik. Trustee Keough was absent. A quorum of the committee was present.

Also present was Library Director Jesse Blazek. Trustee Geraldine Burek joined the meeting at 6:29pm.

Director Blazek summarized the Paid Leave for All Workers Act and how the Library's current Staff Benefits Policy would need to be changed to satisfy the requirements of the Act.

Director Blazek proposed that the "Personal Leave" section of the Personnel Policy be changed to "Paid Leave," to match the wording of the Act, and that it be updated to note that full-time employees will be given forty hours of paid leave beginning January 1, 2024. He also proposed that wording be added to the Benefits Policy that would grant Paid Leave for part-time employees at a rate of one hour for every forty hours worked.

The committee discussed granting Paid Leave in two lump sums, with half of a year's leave granted on January 1st and the other half granted on July 1st of each year, and with the total Paid Leave to be used by December 31st of each year.

Director Blazek was instructed to transmit these proposals to the Policy Committee for incorporation into the library's Benefits Policy.

Director Blazek presented the results of the new market benchmarking survey, which was completed by HRSource. Director Blazek noted that the report indicates that the library's pay structure is in line with industry standards.

The Committee discussed adding a phrase to the Statement of Compensation Philosophy indicating that market benchmarking should be conducted no less than every five years. Director Blazek was instructed to transmit this proposal to the Policy Committee for incorporation into that Policy.

Trustee Snow distributed an evaluation template and asked Committee members to submit input for inclusion on this form no later than July. The goal is to complete the Director's Evaluation no later than September.