

Westchester Public Library
Board of Trustees
Minutes
May 5, 2016

A special meeting of the Westchester Public Library Board of Trustees was held at the Thomas Public Library, 200 West Indiana, Chesterton, Indiana, on Thursday, May 5, 2016, at 7:00 pm.

Members present: Abbe Trent
 Kathryn Cochran
 Michele Corazzo
 Michael Livovich
 Drew Rhed
 Nick Tilden
 Rondi Wightman

Also present at this meeting were Director Leea Yelich, Thomas Library Branch Librarian Julia Bowersox, Technical Services Librarian Rose Halpin, Attorney Terry Hiestand, Jeff Schultz of the *Chesterton Tribune*, and Minutes Recorder Christine Hoover.

This meeting was called to order by Board President Kathryn Cochran at 7:00 pm.

Salary Study – Full Time Staff

The first and only item on the agenda for this special meeting was to further discuss the proposal brought before the Board at the February 11, 2016, meeting concerning the current salaries of Library employees. Specifically, tonight’s meeting is held to discuss salary issues of MLS Librarians, Library managers, Technical Assistants, and the Administrative Assistant.

The goal of this study is to insure the Library is able to retain its current level of professional staff members by paying prevailing wages. Handouts were provided showing comparison data of salaries from surrounding libraries. Recommended compensation ranges for the Porter County Public Library System employees were done by an independent contractor, and this chart was also provided.

Several pay raise options were provided by Director Yelich showing what the Library’s budgetary numbers could look like.

Board members brought up the following points and recommendations to consider:

- Update job descriptions to specify duties required by each manager as well as who they supervise and who they report to. Each job description should have a salary range with a minimum and maximum salary. A determination should be made by Director Yelich as to where each current employee fits into this range based on qualifications and tenure.
- Obtain job descriptions from surrounding libraries to see if they compare with job descriptions of Library employees.
- Consider the option of the Library contributing less to the employees’ PERF account in order to afford pay raises.

- Figures should be given showing the total dollar amount of benefits being given to Library employees in comparison to other libraries' benefits package.
- Consideration given to the sustainability of being able to provide increased salaries in the future being that the Library budget is capped.
- Determine how much of the budget could be allocated to salaries, factor out FICA and PERF amounts, and the amount left over is what could be allocated to salary raises.
- Consideration given to awarding "bonuses" this year to employees whose salary falls below the minimum pay standard rather than reworking this year's budget.

This matter will be discussed further at upcoming Board meetings.

A motion was made by Drew Rhed to adjourn this meeting at 9:20 pm.

Respectfully submitted,
Christine Hoover, Minutes Recorder for
Rondi Wightman, Secretary