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MINUTES

Standing Committee on Policy • Board of Trustees • Batavia Public Library District

Special Meeting

Tuesday • 5 May 2020

MEETING TOOK PLACE VIA ELECTRONIC MEANS

Batavia Public Library • 10 South Batavia Avenue • Batavia

1. **Call to Order**

Trustee Smith called the meeting to order at 6:01 p.m.

Trustee Smith stated, “This meeting of the Standing Committee on Policy of the Board of Library Trustees is held without a quorum of Trustees physically present and is authorized by Governor pursuant to ‘COVID-19 Executive Order No. 5’ (16 March 2020).”

2. **Call the Roll**

Committee Members Present: Jennifer M. Culotta and Jo Ann Smith

Committee Members Absent: Diane L. Blodgett

Other Trustees Present: Katherine A. Garrett and Daniel R. Russo

Staff Members Present (or Registered): Director George H. Scheetz, Stephanie A. DeYoung, Michele M. Domel, Kathleen L. Fazio, Kerry K. Halter, Michelle D. Hogmire, Pamela L. Kamin, Patricia A. Leonard, H. Joseph McKane, Kathy A. Moecher, Lisa M. Moore, Stacey L. Peterson, and Joanne C. Zillman

Visitors Present: None

3. **Approve the Agenda**

Trustee Smith asked whether there were any changes to the agenda.

Motion by Trustee Culotta to approve the agenda, as presented. Seconded by Trustee Smith. All: Aye. The motion carried.

4. **Approve the Minutes:** Tuesday, 3 March 2020

Trustee Smith asked whether there were any changes to the minutes.

Motion by Trustee Culotta to approve the minutes of the special meeting, as presented. Seconded by Trustee Smith. All: Aye. The motion carried.

5. **Guidelines for Employee Expense Stipend in Relation to Temporary Closure**

Trustee Smith stated that the purpose of this agenda item was to approve a “Policy on Stipends in Relation to Temporary Closure.”

Director Scheetz reported that the proposed policy was developed by Lisa M. Moore, the Library’s Human Resource Manager, and reviewed by the Library’s Leadership Team in order to implement applicable provisions of Section 9.5 of the Illinois Wage Payment and Collection Act [820 ILCS 115], as amended (Public Act 100-1094; eff. 1/1/2019), which states, “An employer shall reimburse an employee for all necessary expenditures or losses incurred by the employee within the employee’s scope of employment and directly related to services performed for the employer.”

In lieu of the employees’ stated obligations in Section 9.5, including but not limited to the requirement, “An employee shall submit any necessary expenditure with appropriate supporting documentation...,” the Human Resources Manager recommended that the Board of Library Trustees provide a benefit to eligible employees affected by the closure caused by the COVID-19 crisis, namely, a stipend to eligible employees in relation to the Library’s temporary closure. Discussion followed.

In response to a question from Trustee Culotta, discussion followed on the impact of the eligibility requirements. Moore noted that, pursuant to the guidelines, two employees were not eligible for the stipend.

In response to a question from Trustee Smith, discussion followed on the estimated monthly cost of the stipend.

The consensus of the Committee supported the proposed policy.

Motion by Trustee Culotta to recommend that the Board of Library Trustees approve the “Policy on Implementation of the Amended Minimum Wage Law, Year 2,” as presented. Seconded by Trustee Smith. All: Aye. The motion carried.

The Committee requested Director Scheetz to include this item on the Consent Agenda.

6. **Future Agenda Items**

- Plan(s) to Reopen the Library
- Personnel Complement Detail and Authorized Personnel Strength (formerly Staffing Assessment)
- Cannabis Regulation and Tax Act [410 ILCS 705 et seq.]
- Bylaws of the Board of Library Trustees
- Policy on Reimbursement of Employee Expenses (pursuant to 820 ILCS 115 / 9.5)
- Policy on Leave of Absence without Pay
- Policy on a Safe and Healthful Workplace
- Review Cycle for Library Policies: Strategic Plan (2017–2018): Objective / Project 4

7. **A closed session** for “Deliberations concerning salary schedules for one or more classes of employees,” as authorized by 5 ILCS 120/2(c)(2)

Motion by Trustee Culotta to enter closed session for the purpose stated. Seconded by Trustee Smith. Roll Call: Culotta, aye; Smith, aye. The motion carried, 2–0, with one member absent.

The Committee entered closed session at 6:13 p.m.

The Board returned to open session at 6:43 p.m.

8. **Minimum Wage Law: Transition Plan for Year 2**

Trustee Smith stated that the purpose of this agenda item was to recommend the approval of a proposal to establish guidelines to implement the amended Minimum Wage Law (Public Act 101–0001; eff. 2/19/2019) for Year 2 (and perhaps guidelines for Years 3–6 based on standard, well-established factors).

Director Scheetz noted that this agenda item relates to the Annual Goal Plan for Library Director (2019–2020), Goal E–3 (“Minimum Wage”), Objective (a): “Revise Salary Schedule.”

Director Scheetz reported that the following actions were presented for approval by the Board of Library Trustees:—

Revised Salary Schedule: Approve a Revised Salary Schedule for 2020–2021 only, which includes the following changes:—

- Pursuant to the Library Plan, the Minimum Rate for Pay Grade 2 is \$11.00 per hour.
- The Salary Range Midpoint Progression (or Differential) is 14.3% (as compared to 15.1% from May 2009 through 30 June 2020).

Salary Adjustments: Approve a “Transition Plan for Year 2” only, in which eligible employees receive an equitable Special Adjustment (in lieu of a Merit Adjustment) to their hourly rates— which is (for the first time) based on a percentage calculation—to ensure that the following objectives are met:—

- Batavia Public Library complies with the amended Minimum Wage Law.
- Each eligible employee will receive (as a “special adjustment”) a 2.0% increase in hourly rate over the prior year for Year 2 (2020–2021).
- The **only threshold** that shall apply to this process is the **actual minimum wage** for each Fiscal Year (as previously approved by the Board in the “Library Plan”), regardless of the Range Minimum for each Pay Grade.
- No employee shall fall below the **actual minimum wage** (\$11.00) in 2020–2021.
- Each eligible employee is not subject to salary compression.

NOTES TO SALARY ADJUSTMENTS

- The “Transition Plan for Year 2” is designed to serve as a model for Years 3–6 of the “Library Plan.”
- Most employees are “eligible employees”; however, compensation for the Library Director is set by the Board of Library Trustees and Library Pages are subject to the “Compensation Plan for Library Page.”
- The Special Adjustment is (for the first time) based on a percentage calculation.

Motion by Trustee Culotta to recommend that the Board of Library Trustees approve the “Policy on Implementation of the Amended Minimum Wage Law, Year 2,” as presented. Seconded by Trustee Smith. All: Aye. The motion carried.

The Committee requested Director Scheetz to include this item on the Consent Agenda.

9. **Comments from the Committee**

There were no additional comments from the Committee.

10. **Next Meetings or Events**

- a. *Board of Library Trustees (Regular Meeting), Tuesday, 19 May 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- b. *Sunday before Memorial Day, Sunday, 24 May 2020, Library Closed*
- c. *Memorial Day (last Monday in May), Monday, 25 May 2020, Library Closed [F]*
- d. *Summer Library Hours on Sunday Begin (1:00–4:00 p.m.) (Sunday after Memorial Day), Sunday, 31 May 2020*
- e. ***Standing Committee on Policy, Tuesday, 2 June 2020, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library***
- f. *Board of Library Trustees (Regular Meeting), Tuesday, 16 June 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- g. ~~*ALA Annual Conference (Chicago), Thursday Tuesday, 25–30 June 2020*~~ — CANCELLED
- h. *Independence Day (Observed), Friday, 3 July 2020, Library Closed [F]*
- i. *Independence Day, Saturday, 4 July 2020, Library Closed*

11. **Adjournment**

Motion by Trustee Culotta to adjourn the special meeting. Seconded by Trustee Smith. All: Aye.
The motion carried.

Trustee Smith declared the meeting adjourned at 6:46 p.m.

Respectfully submitted,

George H. Scheetz
Director