

Loutit District Library
Finance and Personnel Committees Joint Meeting Minutes
April 28, 2020

Meeting held via Zoom.

Committee members present: Brooks, Bulthouse, Craun, Derdowski, De Young, Menerick, Osmun, Rusco, Zink, and Martin

Committee members absent: None

Others present: Belter, FitzGerald, Ben Knight, Moore, Brian Mortimore

Meeting called to order by Brooks at 4:39 p.m.

1. Salary Study – Brian Mortimore, Mortimore Consulting

Martin presented background on the library board's request for a salary study. Mortimore was selected and began from among four consulting firms interviewed to perform this type of work. His agreement was approved by the Board at the February 4, 2020 meeting.

Mortimore reviewed the process used to determine comparable pay for all library positions. The study included data from similar positions in the West Michigan region. He explained the process used in putting the study together and the challenges facing Loutit, including the current pay steps.

When reviewing the salary study, it is noted that many positions (hourly) are at or above the market base. For those positions that are currently paid above market rate, Mortimore suggested eliminating pay steps and providing those employees with an annual lump sum payment until their pay is more in line with the market.

Mortimore reviewed annualized pay for all employees. Employees in job titles from Library Aide I to Library Assistant III are compensated at or above market rate, sometimes well above market. Job titles Librarian to Library Director are generally compensated below market rate, with a range from 72.8% to 92% of market.

Committee members responded they liked that data was compiled from West Michigan, that it was current (from 2020) and that it gives the board objective data to work with.

Craun asked about pay philosophy and whether or not most of Mortimore's clients had adopted a pay philosophy? Mortimore stated that most of his clients do have a written philosophy. Committee members agreed that Loutit should establish a pay philosophy. Referred this topic to the Personnel and/or Policy committee.

De Young requested Derdowski to calculate for the FY 2020/21 budget what additional employee expenses would be to bring all employees compensated under market rate up to 85% of market and to incorporate those costs into the Five-Year Financial Plan to be discussed at the next meeting of the Finance and Personnel committees. Committee members expressed a desire to see all employees compensated at or near market rate sooner rather than later.

Craun asked Derdowski for an estimate of increased annual cost to bring all employees to 100% of market. The figure is about \$87,000 for salaries alone. To be discussed and finalized at the next

Finance and Personnel meeting in May with a recommendation to the June Board meeting for inclusion in the FY2020/21 budget.

Mortimore to present results from the study to the board at its May 5, 2020, meeting.

2. Staffing Proposals

Martin presented staffing proposals for library service based on current COVID19 information and anticipated service reductions over the next 12 months – potentially reduced library operating hours, reduced in-person usage, increased online and remote usage of library services and materials, and a temporary stoppage of in-person programming. Due to these anticipated changes, Martin recommended staffing changes for the current and next fiscal years.

The first proposals were elimination of the following positions, effective May 18, 2020:

- Adult Programming and Media Relations (Larry Halverson, 32 hours per week)
- Reference & Information Library Aide II (two positions – Kat DesJardins and Heather Love, 28 hours per week each)
- Youth Services, Library Assistant II (Marilyn Painter, 19 hours per week)
- Local History and Genealogy Library Assistant II (Elizabeth Potter, 16 hours per week)
- Eliminate Assistant Director, Library Operations (Kerry FitzGerald, 40 hours per week)

Motion by De Young, second by Menerick, to recommend to the Board elimination of these positions as presented.

Roll call vote. Yes – Brooks, De Young, Menerick, Rusco, Osmun, Craun, Zink, Derdowski and Martin.

No – Bulthouse.

Motion carried.

The following changes were also proposed for the current FY:

- Create full-time Head of Technical Services position (Kerry FitzGerald)
- Increase Library Assistant II, Youth Services position to full-time (Chelsea McCoy, currently 28 hours per week)
- Increase base hours for the approved yet unfilled Reference & Information Library Assistant II position from 24 per week to 30 per week.

Motion by Brooks, second by Menerick, to recommend to the Board that staffing changes for FY2019/20 as presented be adopted immediately.

Roll call vote. Yes – Brooks, De Young, Bulthouse, Menerick, Rusco, Osmun, Craun, Zink, Derdowski and Martin.

No – None.

Motion carried.

Martin presented the following proposals for FY 2020/21 beginning July 1, 2020:

- Increase base weekly hours from 24 to 28 for Library Assistant I, Cataloging (Kavitha Biddanda)
- Eliminate existing Library Assistant I, Circulation position (Kim Rice)

- Create a new full-time position, Library Assistant II, Circulation, and promote Kim Rice to this position.

Motion by De Young, second by Menerick, to forward these recommendations to the next meeting of the Finance and Personnel committees.

Roll call vote. Yes – Brooks, De Young, Bulthouse, Menerick, Rusco, Osmun, Craun, Zink, Derdowski and Martin.

No – None.

Motion carried.

3. Organization Chart – A new, revised version of the library’s organization chart was distributed and discussed.
4. General Fund – Proposed FY2020/21

Derdowski presented an overview of the first draft of the proposed General Fund budget for the next FY. Highlights included:

- Tax revenue increase budgeted at 4%. Expectation is that years going forward may be a lower percentage.
- Health care costs increasing about 5.7%. Staff will be offered an HAS and more traditional plan. Library costs are still under the state’s hard cap number allowing for continuance of HAS deposits to staff.
- Adding reimbursement for staff use of personal cell phones -- \$40 month for high use, \$20 per month for lesser use. Zink questioned this expense stating school districts and other employers are moving away from these reimbursements. Staff to research and bring information to next meeting of Finance and Personnel committees.
- Elimination of printed newsletter. After discussion, consensus was to print and mail at least one time per year a scaled down newsletter of services and other useful information.

Derdowski presented a brief highlight of the Five-Year Financial Plan, but to the length of the meeting, a more in-depth discussion will take place at the next joint Finance and Personnel meeting. Osmun requested salary changes be incorporated into revised Plan for discussion.

5. Other

De Young asked about alternative software programs for presenting public programs, in addition to Facebook or Zoom. Menerick stated that Muskegon school uses Google Classroom and United for Literacy, in addition to Zoom. Staff to investigate other software options.

Next meeting date – via Zoom – May 12, 2020 @ 3:30pm.

Meeting adjourned at 7:04 p.m.

Respectfully submitted,
John Martin, Library Director