



**MINUTES
FINANCE COMMITTEE
BOARD OF TRUSTEES
ST. CHARLES PUBLIC LIBRARY DISTRICT
NOVEMBER 24, 2020
7:00 PM**

The Finance Committee of the Board of Trustees of the St. Charles Public Library District met virtually via RingCentral as allowed by Governor Pritzker’s “Executive Order 2020-07 (COVID-19 Executive Order No. 5)” (16 March 2020) and the Government Emergency Administration Act (Public Act 100–0640; eff. 6/12/20) on Tuesday, November 24, 2020 at 7:00 p.m. Present: President Robert T. Gephart, Treasurer Cynthia N. Steimle (in person), Director Edith G. Craig (in person), and Administrative Assistant Kimiko Majors. Absent: Trustee Shane Hampton. Library staff present: Cheryl Matthews and Mary Merritt.

AGENDA

I. CALL TO ORDER

Trustee Steimle called the meeting to order at 7:01 pm and established a quorum.

II. COMMUNICATIONS AND CITIZEN’S COMMENTS – ON AGENDA ITEMS

No comments.

III. 2021 MERIT STRUCTURE

Ms. Craig presented the recommendations for the 2021 Merit Increase Structure.

Recommendations are based on several factors including the CPI, energy and food prices and local economic factors. The index for all items less food and energy increased 1.0 percent for the year. Food prices rose 5.1 percent. Energy prices decreased 9.1 percent. The City of St. Charles plans to increase personnel expenditures by 8.5 percent in the 2020/2021 budget year. However, they plan on adding 2.4 FTE. The Library’s medical insurance rates did not change for 2021.

Ms. Craig recommends a cost of living increase to all employees of 2 percent. The exception would be those employees who are “red-lined” and employees hired in the last half of 2020 would not qualify for this increase as they are new to the Library.

In addition to the cost of living increase, Ms. Craig recommends a merit-based increase for any employee who scored three or better on their 2020 Performance Management Review. Again, red-lined staff and new employees hired in the last half of 2020 would not qualify for the merit increase as they are new to the Library.

The ten red-lined employees are recommended to receive a one-time bonus of 1 percent of their salary. This is year two of the Minimum Wage Law plan to reach the new wage of \$15 per hour by 2023. This 2021 merit structure would still allow Ms. Craig to work within the approved salary budget item.

Trustee Steimle asked why there is a 1 percent incremental merit increase recommendation for staff who achieve a four rating? Ms. Craig responded that this has been a hard year. Library construction and COVID have made this a difficult year for all staff. We had to reinvent many of our services. If employees received a rating of four and above, this means they exceeded expectations and she felt they deserved a little more. Trustee Steimle asked for the number of staff in each merit level. Ms. Craig will add this information to the report for next year, as well as provide this year's information at the next Board meeting.

Motion by Trustee Gephart, second by Trustee Steimle, to recommend the Board approve the 2021 Merit Structure as presented. Carried unanimously. Trustee Hampton absent.

IV. 2021 BENEFIT ANALYSIS

The only major change in the medical benefits was that the provider changed from Blue Cross/Blue Shield to AETNA and the dental plan changed from Delta Dental to AETNA. There was an increase by \$10,000 to our life insurance coverage and there were no changes to the Vision and Flexible Spending Accounts/HSA. There are no changes to insurance costs for staff this upcoming year. LIMRiCC changed medical providers from Blue Cross/Blue Shield to AETNA for cost reasons. They determined that AETNA was the most cost effective and 96 percent of the providers would still be covered under AETNA.

Ms. Craig reviewed the 2021 Benefits for the three types of employees: full time, part time working more than 20 hours per week, and part time working less than 20 hours per week.

V. COMMUNICATIONS AND CITIZEN'S COMMENTS – ON NON-AGENDA ITEMS

No comments.

VI. ADJOURNMENT

Motion by Trustee Gephart, second by Trustee Steimle, to adjourn the meeting at 7:29 pm. Carried unanimously. Trustee Hampton absent.



Cynthia N. Steimle
Chair, Finance Committee