

Pillsbury Free Library DRAFT Personnel Committee Meeting Minutes 12/16/13

Present: Shandi Allen, Joan Warren, Jeanne Hand, Tina Schirmer, Nancy Ladd.

Meeting opened at 4:35 pm

The main purpose of this meeting was to examine the budget as a framework to discuss personnel salaries for 2014. This committee is charged with making a recommendation to the full Board at the next meeting.

Nancy handed out very informative, detailed spreadsheets presenting financial options for wage increases in 2014. Data was given for 1%, 1.5%, 2%, 2.5% increases, as well as benefits. In addition a Funds Planning sheet included details of Income, Expenses, Funds/ Trusts resources (most of which are earmarked) and some grants information. She also gave us a chart showing the Warner Employee grade and step salaries. Tina gave explanations of various items on the spreadsheet and answered several questions members had concerning capital expenses and grants.

Jeanne stated that, at the Town Budget Committee meeting (attended by Jeanne, Nancy and Tina) they reported the town property evaluations may well go down ten percent. This means the library portion also would go down. Reevaluations will not be completed until next year, so it probably will be reflected in the 2016 allotment from the town. This is sobering news. Nonetheless, we should consider factoring that future financial reduction into the 2015 fiscal year, not our 2014 budget.

Jeanne said COLA was 1.7%. We agreed that raises should at least reflect COLA. We all agreed that the Library could not afford a 2.5% raise Joan pointed out that 2% still would put library staff below equivalent town salaries. Library Director was not listed in the town positions but brief discussion led to surmise that she would be on the 6, 7 or 8 level, all of which have salaries higher than hers. On the other hand the library has been spending beyond our town allotment, making up the difference in trusts and other designated library funds. It is felt that we are using those funds judiciously, but we are gradually reducing some of them every year. To continue that indefinitely would be fiscally irresponsible.

Nancy indicated that one staff member whose work was roughly equivalent to two others was getting paid less due to initial hiring salary. All agreed her salary should be brought up closer to the others, taking into consideration she has worked fewer years than the others.

Spirited discussion ensued, trying to balance the reality of finite and probably diminishing resources with honoring staff performance, especially in light of all the extra work involved in transitioning to the new circulation/cataloging system. It was finally determined, with compromise, that this Committee would recommend a 1.7% raise for all, and staff with superior or outstanding level performance reviews to get an additional 0.3%

It was further decided that, because the budget for 2014 has already been researched and responsibly prepared, December was not the time to overhaul it for further reduction. However, Jeanne suggested and all concurred that the Full Board should make a commitment to not raising the 2015 budget. The Committee suggests that the Board take this on as a goal to be focus on during the whole of next year.

Meeting closed at 6:05

Respectfully submitted
Joan Warren