

**SOUTH HOLLAND PUBLIC LIBRARY
FINANCE COMMITTEE MEETING AGENDA
Monday, January 23, 2023, 6:00 p.m.
Small Meeting Room**

1) **Call to Order:** The meeting was called to Order by Treasurer Patricia McCreary Cannon at 5:17 pm.

2) **Roll Call**

Treasurer Patricia McCreary Cannon, President Vanessa Bradley, and Trustee Patricia Rohm were all present.

3) **New Business**

Discussion was done about our staffing situation and about going back to our usual hours. Usual hours will begin on January 30, 2023. At this point in time, Youth, Circulation, and Public Services all have openings that have not been filled. Director Rayford stated that this is a problem not only at our library but also with other surrounding libraries. The RAILS Job Board has many vacant positions. Director Rayford also noted that department heads are doing some creative scheduling to cover our usual hours.

With the retirement of our Business Manager, Edna Burns, Director Rayford is proposing that instead of hiring a Business Manager, we should look at hiring an Assistant Director. The proposed job description and pay scale were shared and discussed.

a) FY2023-24 Salary Grade Schedule —Review and Discussion*

- The current Salary Grade Schedule was shared and discussed. Director Rayford said that a good portion of our budget goes to salaries, which is normal. The problem is that we need to be concerned with vendor increases seeing our budget is so tight with the building renovation.
- Four people's salaries needed to be increased due to the new minimum wage law. They were originally getting \$13.17. They are now getting \$14.00.
- Discussion was done as to if we should continue giving merit raises or if we should do a Cost of Living Adjustment (COLA). Director Rayford explained how raises are done and our Evaluation Forms were shown. Staff rarely receive the full merit amount. The current COLA assessment for 2023 is 8.7%. There are no perfect algorithms that we can use to make the decision.
- After much discussion, it was decided that the finance committee will be recommending awarding a COLA increase in the amount of 3.75%.

4) **Announcements**

The next Finance Committee Meeting for the South Holland Public Library is Monday, March 27, 2023, at 5:00 p.m.

5) **Adjournment:** Treasurer Patricia McCreary Cannon moved to adjourn the meeting at 5:59. Motion was seconded by President Vanessa Bradley.