

**PLANO COMMUNITY LIBRARY DISTRICT
MAY 13, 2021
PERSONNEL & POLICY COMMITTEE MEETING
HELD IN THE LOWER LEVEL MEETING ROOM**

Chairperson Jane Voss called the meeting to order at 1:30 p.m. Present were committee member Cecelia Carey and Library Director Deanna Howard. Trustee Gayle Severson was absent.

CITIZENS TO BE HEARD

None.

REVISIONS TO SALARY SCALE

Deanna presented proposed changes to the starting pay scale due to the Illinois Minimum Wage increase. She noted that between January 2022 and January 2025 minimum wage will increase 32.1%. Proposed changes to the starting pay scale include both changes in position titles, pay grades, and minimum starting pay for each position. The committee agreed to recommend the Board approve the revisions to the salary scale.

STAFF PAY ADJUSTMENTS/RAISES

Deanna presented proposed staff pay adjustments. Most employees would be moved to the new minimum starting pay for their position, then given an increase based on years of service. The exceptions to this are the janitor, bookkeeper, and Director. Making these changes would result in a 4.2% increase in the salary budget from FY 20-21 to FY 21-22. The Committee agreed to recommend the proposed staff pay adjustments, effective 5/16/2021, so that the position vacancies can be advertised at the new salary scale.

MOTION TO ENTER IN TO CLOSED SESSION

At 2:00 p.m. Trustee Carey made a motion to enter closed session to “consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body”. 5 ILCS 120/2(c)(1). Motion carried, 2-0. Ayes–2, Nays–0, Absent–1.

CLOSED SESSION

Closed session was held.

At 2:09 p.m. Trustee Carey made a motion to exit closed session. Motion carried, 2-0. Ayes–2, Nays–0, Absent–1.

OTHER

None.

ADJOURNMENT

Being no further business, the meeting was adjourned at 2:10 p.m.

Minutes submitted by Deanna Howard

Approved as submitted 5/12/21
Christine M. Backus