



Board of Library Trustees Regular Meeting
Board Room, Main Library
700 N. North Court, Palatine, IL
April 16, 2019, 7:00 p.m.

Closed session for the purpose of discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee in compliance with 5 ILCS 120/2 (C)(1)

Closed Session Minutes

1. Call to order of closed session

The closed session of the Board of Library Trustees Special Meeting was called to order by President Jefferson at 8:38 p.m. on April 16, 2019, and was audiorecorded in its entirety. The closed session was for the purpose of discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee in compliance with 5 ILCS 120/2 (C)(1).

2. Roll call

Upon roll call, Trustees Boland, Brauer, Jefferson, Sherman, Snyder, Vanderhoek, and Westhoff were physically present.

3. Introduction of visitors

Executive Director Jeannie Dilger was also present.

4. Discussion of Payroll Changes

Executive Director Dilger outlined the payroll changes explained in her internal memo of April 4, 2019 (see attached). In summary, Library staff became aware that the Library inadvertently was not conforming to the following Illinois law: "All wages earned by any employee during a semi-monthly or bi-weekly pay period shall be paid to such employee not later than 13 days after the end of the pay period in which such wages were earned."

At present, non-exempt (hourly) employees are being paid more than 13 days after the end of the pay period.

To rectify this, the Library will readjust pay periods beginning in July 2019. An unfortunate result of this readjustment is that exempt (salaried) employees will receive what will amount to half a paycheck the first pay date in July. Dilger said this will affect 22 employees. Trustees expressed concerns that these employees

could face hardship as a result. Dilger said the staff will be informed as early as possible to give them time to prepare. She also noted that the employees will receive the "missing" amount in their final paycheck when they retire or leave the Library's employment.

Dilger said no motion was required from the Board on this matter.

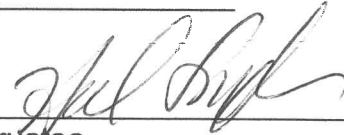
7. Reconvene to regular session

President Jefferson reconvened the meeting to regular session at 8:49 p.m.

Prepared by Jeffrey Westhoff _____

Approved on August 20, 2019


Trustee


Trustee

to rectify it as soon as possible. While making adjustments to hourly employees, we would also like to make changes to salaried employees to clean up A & B.

So, how do we do that? It's definitely not simple. The HR Manager, Finance Manager, Assistant Director, and I have been working together with employment advisors at HR Source to explore various options for making the change. After discarding at least six options, we've come upon one that we think will work best. This option would involve keeping the same pay dates but adjusting the pay periods. Here's a chart showing the change happening during the first pay period in the new fiscal year (to allow time to communicate the change to employees).

	Pay Period	
<u>Pay Date</u>	<u>Hourly</u>	<u>Salaried</u>
5/15	4/16-4/30	5/1-5/15
5/31	5/1-5/15	5/16-5/31
6/15	5/16-5/31	6/1-6/15
6/30	6/1-6/15	6/16-6/30
7/15	6/16-6/30 + 7/1-7/8	7/1-7/8
7/31	7/9-7/24	7/9-7/24
8/15	7/25-8/8	7/25-8/8
8/31	8/9-8/24	8/9-8/24
9/15	8/25-9/8	8/25-9/8
9/30	9/9-9/24	9/9-9/24

On July 15, hourly employees would be paid for actual hours worked from June 16 to July 8. Assuming they work their regular schedule, this would mean a larger-than-usual check for them. On the same date, salaried employees would be paid a pro-rated amount for a period covering July 1-8. This would mean a check about half the normal size, which is not ideal for some employees. Their next check, on July 31, would be a normal check.

From a legal standpoint, HR Source has confirmed that we could make this change. Essentially we are currently paying salaried employees early, and in this new scenario, we'd be paying them after the end of the period instead. They are still getting paid for all dates worked.

Paycom has also confirmed that we can do this within the payroll system. We may need to check on payroll deductions (for IMRF, health insurance, and the like), because deducting the full amount from a smaller paycheck could take up the entire paycheck for some employees. On the plus side, going from two payroll batches to one batch will save us roughly \$190 each time, or \$4560/year. (As a side



note, we are also looking to replace our time clocks with a tablet computer for clocking in and out, which would save us an additional \$140/pay period.)

I'm happy to answer any questions at the April board meeting.

Sincerely,

Jeannie Dilger

Jeannie Dilger
Executive Director