

Fallsburg Library Trustee Special Meeting
March 13, 2019

Attendance:

Laurie Burke-Deutsch, President	Present
Ronnie Cohen, Financial Officer	Present
Jenny Silverman, Trustee	Absent – Excused (listened in via phone)
Sonny Smith, Vice President	Present
Sonia Ward, Board Secretary	Absent – Unexcused
Judith Merone, Trustee	Present
David Lawrence, Trustee	Present
Kelly Wells, Director	Present

Meeting Commenced at 5:37pm.

President Burke-Deutsch stated the purpose of the special meeting was to discuss personnel matters and potential acquisition of specific real estate property.

Board member Smith moved and Board member Merone seconded a motion to enter into executive session at 5:38pm to discuss the employment history of particular staff members and the possible acquisition of specific real estate property. All in favor.

Board member Merone moved and Board member Cohen seconded a motion to exit executive session at 6:38pm. All in favor.

Board member Merone moved and Board member Smith seconded a motion to adopt the 'Pay Grades & Salary Ranges FY 2019-2020' proposal, with the discussed and agreed upon clarifications, to take effect July 1, 2019 with the new fiscal year. All in favor.

Board member Cohen moved and Board member Lawrence seconded a motion to adjourn at 6:40pm. All in favor.

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- Pledge
- Personnel Discussion
- Property Discussion?
- Adjournment



FALLSBURG LIBRARY

Pay Grades & Salary Ranges FY 2019-2020

<u>Pay Grade</u>	<u>Min</u>	<u>Max</u>
Grade 0 – Seasonal Page	\$11.10*	\$12.50
Grade 1 – Page - Permanent	\$12.80	\$15.00
Grade 2 – Library Clerk	\$13.80	\$17.00
Grade 3 – Senior Library Clerk	\$14.80	\$18.00
Grade 4 – Principal Library Clerk	\$15.80	\$19.00
Grade 5 – Library Assistant	\$17.80	\$22.00
Grade 6 – Librarian I/Assistant Director	\$19.80	\$24.00
Grade 7 – Library Director	Pay determined by the Board	

*Will increase to \$11.80 effective 12/31/19.

Please note: The maximum is the absolute max that the Library will pay in the corresponding pay grade title when experience, education, and workshop bonus are all taken into account.

Experience Bonus

Employees will receive ½% of the applicable minimum rate for each year of library work experience within the pay grade title that they are classified in (not compounded). The number of years experience is calculated as of July 1st, then rounded down to the next whole year. (i.e. someone hired December 1, 2016 will have 2.5 years of experience as of July 1, 2019 rounded down to 2 years = 1%). The maximum experience bonus is 8%, or 16 years.

Please note: Employees who 'move up' in pay grade title (through successful completion of the corresponding civil service tests AND the Library's need for such positions) may negotiate an experience bonus in their new title, not to exceed more than half of their experience in a lower title. Negotiating will be based on evaluations during the probationary period of the new title (i.e. if a library clerk with 10 years experience becomes a senior library clerk – through being reachable on the corresponding civil service test AND the Library's need for the position – they will not receive more than 5 years experience bonus on new pay grade minimum).

The following adjustments will also be made, AFTER the percentage bonus is added to the minimum rate:

Additional \$0.25/hour will be credited for every 5 years of service at the Fallsburg Library.



FALLSBURG LIBRARY

Workshop Bonus

To encourage permanent employees to participate in workshops/webinars to enhance their library skills the following pay adjustment is offered, AFTER the percentage bonus is added to the minimum rate:

	<u>Per Hour</u>
Director Approved Workshops/Webinars	\$0.10 for every 4 hours completed (maximum of additional \$0.50/hr)

Please note, only workshop/webinars beyond the trainings required by the Library will be counted towards a bonus. (i.e. yearly sexual harassment training does NOT count towards hours for bonus). Hours, with documentation, must be completed in the calendar year prior to the July 1st fiscal year start. (i.e. for pay increase to take effect July 1, 2019, documentation of completion in calendar year 2018 is required). Documentation of the trainings should be submitted to the Library Director by the end of February each year.

Education Bonus

To encourage permanent employees to further their formal education, the following pay adjustments are offered, AFTER the percentage bonus is added to the minimum rate:

Associate's Degree from accredited school	\$0.50/hour
NYLA Library Skills Academy	\$0.75/hour
Bachelor's Degree from accredited school	\$1.00/hour
Master's Degree from accredited school	\$1.50/hour
ALA accredited MLS/MLIS/NYS Public Librarian Certification	\$2.50/hour

Please note the education bonus is NOT cumulative or compounded, the highest eligible rate will be applied (i.e. library clerk with an Associate's and Bachelor's will only receive extra \$1.00/hour – NOT \$1.50/hour or library clerk with 2 Bachelor's degrees will only receive extra \$1.00/hour – NOT \$2.00/hour).

Education bonus will only be given to those with education beyond the requirement of the pay grade title held (i.e. Library Assistant requires either Associate's Degree and 2 years library experience OR Bachelor's Degree...the extra \$0.50 or \$1/hour would NOT apply as it's a requirement of the title.)

Example:

A permanent library clerk with 11 years of experience as a library clerk and 8 hours of completion of approved workshops/webinars would receive:

$$[\$13.80 \text{ (base rate)} + (\$13.80 \times 5.5\%)] = \$14.56 \text{ plus } \$0.50 = \$15.06 \text{ plus } \$0.20 = \mathbf{\$15.26/\text{hour}}$$

(11 years % increase)
(\$0.25 every 5 years bonus)
(workshop bonus)