

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Thursday, December 1, 2016, at 5:00 pm

Present: Mr. John Garvey (2017) Chair, Mr. Frank Anzalone (2017), Ms. Wendy Dumais (2018), Mr. Matt Hubbard (2018), Mr. Gordon Terwilliger (2018), Ms. Nancy Mahar (2019), Ms. Sandra Licks, Ms. Jo-Ann Roy, Ms. Lorreen Keating, Mr. Bill Bastille, Ms. Missy Carroll, Ms. Kristine Hussey, Ms. Sonia Garre

Guest: Mr. Gary Thornton, Principal of Thornton & Associates

Call to Order: 5:01

MEETING MINUTES:

- The purpose of this meeting was to provide, Staff and Trustees with an opportunity to learn more about the Wage Survey and Compensation Study performed for Tracy Memorial Library by Thornton & Associates in November 2016.
- Mr. Thornton, Principal of Thornton & Associates started the meeting with a brief overview of the findings of the study and opened it up to questions.
 - General information about the study
 - The survey focused on external equity. The information gathered in the survey will help the Library set job categories & ranges.
 - There was a great response rate for the survey. (72% response rate)
 - The study & survey will help the Library develop job descriptions
 - The other focus of the study was on internal equity, ensuring staff are aligned properly in the job ranges and in relation to each other based on responsibilities, education and experience.
- The questions asked fell into three categories:
 1. Part time wages and benefits
 2. Reliability and relevance of the data
 3. Structure of paid time off – specifically combining sick & vacation time to an earned time (or paid time off) program with greater flexibility.
- The Trustees discussed developing a compensation philosophy and the three questions raised by staff.
- A decision was made by the Trustees to focus on wages for the upcoming budget year and look at time off for the following year.
- Ms. Licks will bring proposed job ranges and staff placement in the ranges to the next Meeting of the Trustees.

ADJOURN 6:25

Respectfully submitted,

Wendy Dumais

Secretary, Board of Trustees