

**Neuschafer Community Library Board  
Personnel and Policies Committee  
August 18, 2025  
Minutes**

Bailey called the meeting to order at 1:08pm.

Present: D'Arcy, Hernandez, Bailey and Krause

Public: None

**1. Discuss library benchmarking resources & compensation structure for possible pay schedule development**

- Krause shared Palantine library's benchmark and compensation structure development plan. The committee reviewed proposed structuring for staff over the next 3 years (which would include the transition to the new building).

**2. Update and recommend library staff positions & job descriptions**

\*Goal is to complete three core job descriptions to have on file:

1. Library Director - Reviewed and completed description to present to the Board for final approval for September meeting.
2. Technical Services Technician - Reviewed what was approved by the Board on 12-19-24
3. Patron Services Coordinator (for BA/experience)/Program Technician (if no degree). Began drafting job description. Krause will review with staff. May include reviewing remote job duties (future committee meeting agenda item).

**3. Recommend 2026 general wage adjustment considerations**

- Krause and/or the Finance Committee will connect with the Village to discuss outstanding budget questions (maintenance and utilities) prior to the next meeting.
- Reviewed customary compensation practices and General Wage Adjustment considerations - will discuss with whole Board at September meeting

**4. Discuss and recommend benefits for total compensation package**

- Reviewed Village Profit and Loss statements - medical bonuses were offered to the Village Clerk from at least 2010-2013 (increasing over time from \$1,200 to \$1,500) Don't have enough documentation to know when this stopped/changed.
- Records show that Health Insurance for the Village Clerk was approved to be budgeted for 2022 fiscal year at the amount of \$10,092.83.
- Also, in 2022 Police Health Insurance was budgeted for \$20,185.65 but unfulfilled in the actual year. Court transcripts may provide more details on this.
- Discussed pros and cons of "medical bonus" versus health insurance packages (which you need at least two participants for to enroll).

Bailey made a motion to adjourn at 2:39pm.