

**MINUTES OF THE COMPENSATION COMMITTEE MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library  
Business Office Conference Room  
January 16, 2014**

The meeting of the Compensation Committee began at 10:00 a.m.

Trustees present at the meeting were Sharon Bergstein, Marc Lonoff, Vera Mayer, and Daphna Neirick.

Staff present at the meeting were Chadwick Raymond, Laurie Prioletti and Anna Amen

Purpose of this meeting was to obtain an overview of the current compensation procedure to determine what changes, if any, are to be made.

The Trustees were given compensation policies, evaluations and salary ranges from surrounding area libraries. They reviewed this information prior to the meeting. An overall consensus was that our procedures are in line with the surrounding area library's procedures.

A discussion ensued regarding the goals of the plan, what is needed for the plan to be successful and obstacles that will be faced. Items discussed included:

- The plan should aim to reward and retain employees
- The expectations need to be clearly defined and followed consistently
- Difficulty in discerning who has performed above and beyond
- That all employees feel they are being treated fairly and equally – justly
- Differences in each department
- Differences in job responsibilities
- Offering a cost of living increase and a merit increase
- Changing the performance evaluation form
- Being proactive with pay grade and rate changes

A decision was made to formalize the current procedure, which includes a written justification for a pay grade/rate increase for an employee. Administration will ask the managers to submit recommendations for pay grade and rate changes by February 21, 2014. Administration will review the requests and recommend that the Board consider setting aside a portion of the salary and wage increase for these requests at the March Board Meeting when the Budget for FY2015 will be approved.

There being no further business to discuss the Compensation Committee Meeting ended at 11:30.

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Anna M. Amen, Recorder