

**Marshall Public Library**  
**PERSONNEL COMMITTEE**  
**Meeting Minutes**

Tuesday, February 11, 2025 - 4:00 PM  
Dale McConchie Meeting Room

The Marshall Public Library Personnel Committee met on Tuesday, February 11, 2025 at 4:00 PM in the Dale McConchie Meeting Room. Jenn Smitley called the meeting to order. There was no public comment. Committee members present included Herman Wallace, Steve Schofield and Jenn Smitley as well as Library Director Alyson Thompson. On a motion by Jenn and a second by Herman the February 12, 2024 minutes were approved.

Director evaluation was reviewed with Alyson with an overall score of 94%. Trustees thanked Alyson for her work. Alyson shared with the committee her evaluation of Jamie, which was excellent. Accomplishments for both the director, head librarian and library clerks were discussed.

Current pay rate information for the full-time staff plus part-time staff was presented. Consideration of full-time employee pay was discussed and the committee plans to propose to the full board a 3% increase for full time and a 2% for part-time. Trustees discussed that next year clerks need to be evaluated on an individual basis and that new hires should start at the \$15/hour rate.

No insurance rate increases are anticipated and City salary contracts have not been negotiated for FY 2026.

After much consideration of the above information, it was unanimously determined that the committee will recommend to the full library board a salary package of \$164,000 for the coming fiscal year, which includes staff Christmas bonuses. The budget proposed will also include the cost of PLAW, social security, unemployment, eye, dental, life insurance and new this year is the cost of IMRF (transferred to the library from City of Marshall to library \$8,300) adding \$24,235 to the salary package for a total cost of \$188,000.

Alyson confirmed current City employee health insurance premium costs and also confirmed the Affordable Care Act (ACA) requirements were still intact. The city premium ratio is 15% employee cost to 85% employer cost. ACA still requires employers to provide health insurance to employees who work over a 30-hour week or 130 hours in a month.

The meeting was adjourned at 4:48 PM on a motion by Steve and second by Herman.

Respectfully submitted by acting committee secretary,  
Alyson Thompson