

**QUEENS PUBLIC LIBRARY
LABOR RELATIONS COMMITTEE
WEDNESDAY, SEPTEMBER 13, 2023**

Central Library
Queens Public Library, 89-11 Merrick Blvd., Jamaica, NY 11432

AGENDA

6:15 PM LABOR RELATIONS COMMITTEE REGULAR MEETING

I. CALL TO ORDER

II. AGENDA

Action Item(s)

1. Merit-Based Increases for Non-Represented Employees, Including Key Executive Employees, for FY'24 (ID # 2963)

Report(s)

2. Personnel Report - July 2023 (ID # 2967)
3. Personnel Report - June 2023 (ID # 2968)

III. ADJOURNMENT

1. Motion to Adjourn (ID # 2964)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Labor Relations Committee

DATE OF MEETING: September 13, 2023

ITEM ID #: 2963

AGENDA: Merit-Based Increases for Non-Represented Employees,
Including Key Executive Employees, for FY'24

Background:

In 1998, the Library's Board of Trustees adopted a Pay-For-Performance Program to ensure that the Library continued competitively to recruit and retain talented non-represented employees so as to provide the highest levels of quality service to Library customers and stakeholders.

Typically, an annual performance appraisal is conducted for every non-represented employee, including the key executive employees, and is based on a best practices model aligned with many other similar and market-comparable organizations. These non-represented positions are reviewed regularly to determine market competitiveness, to ensure internal equity within the Library, and to determine whether significant changes in the scope of job responsibilities have occurred. Job openings and voluntary departures remain extremely high since the Great Resignation, a phenomenon that began in early 2021. These conditions continue to be favorable to workers. The robust job market has compelled the Library to prioritize its regular review of non-union positions to assist with the retention of high-performing employees as well as the recruitment and hiring of new employees.

Non-represented employees, including the key executive employees, last received increases of between 2-5% in September 2022 (retroactive to July 1, 2022). For FY 24, the Library is proposing that all eligible non-represented employees, including the key executive employees, receive a merit increase between 2-4.5% based on annual performance reviews.

For additional background, District Council 37 and the City of New York entered into a new economic agreement, which was ratified on March 31, 2023. This new agreement provided eligible union represented members with increases over a five-year period retroactive to May 26, 2021. In 2023, Union eligible members received the retroactive increases effective May 26, 2021, May 26, 2022, and May 26, 2023. Eligible union represented members also received a \$3000 ratification bonus.

With respect to salary increases for key executive employees, in accordance with the policies and procedures set forth in Article V, Section 4, of the Library's By-Laws, the Labor Relations Committee is required to annually review and make recommendations to the Board of Trustees regarding the compensation for such employees. As indicated above, Library is proposing that, similar to all non-represented employees, the eligible key executive employees receive a merit increase between 2-4.5% based on annual performance reviews.

Current Status:

The President and CEO recommends that eligible non-represented employees, including the key executive employees, receive a merit increase between 2-4.5% for FY24, retroactive to July 1, 2023, based on annual performance reviews.

Recommended Motion for Consideration by the Labor Relations Committee:

I move that the Labor Relations Committee recommend to the Board of Trustees that eligible non-represented employees, including the key executive employees, receive a merit increase between 2-4.5% for FY24, retroactive to July 1, 2023, based on annual performance reviews

Queens Library Board/Committee Item

BOARD/COMMITTEE: Labor Relations Committee

DATE OF MEETING: September 13, 2023

ITEM ID #: 2967

AGENDA: Personnel Report - July 2023

PERSONNEL REPORT - 6/16/2023 - 7/15/2023

The attached Personnel Report is provided for your information as certified by the Director of Human Resources, for the period of June 16, 2023 - July 15, 2023:

- § *Appointments*
- § *Promotions*
- § *Leaves Without Pay*
- § *Returns from Leave of Absence*
- § *Separations: Terminations/Resignations*

*** Please note that the following items have been omitted due to no updates in reporting status:*

- § *Transfers*

Attachments:

Personnel Report - July 2023 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Labor Relations Committee

DATE OF MEETING: September 13, 2023

ITEM ID #: 2968

AGENDA: Personnel Report - June 2023

PERSONNEL REPORT - 5/16/2023 - 6/15/2023

The attached Personnel Report is provided for your information as certified by the Director of Human Resources, for the period of May 15, 2023 - June 15, 2023:

- § *Appointments*
- § *Promotions*
- § *Transfers*
- § *Leaves Without Pay*
- § *Returns from Leave of Absence*
- § *Separations: Terminations/Resignations*

Attachments:

Personnel Report - June 2023 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Labor Relations Committee

DATE OF MEETING: September 13, 2023

ITEM ID #: 2964

AGENDA: Motion to Adjourn

Recommended Motion for Consideration:

I move that the meeting be adjourned.