



## Branch District Library MEMO

**To:** Branch District Library Board of Trustees  
**From:** Personnel Committee (Martha Watson, Ben Jewell & Marilyn Johnson)  
**Date:** 21 March 2016  
**Re:** **Compensation for John Rucker and for the Assistant Director Position**

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The Personnel Committee met on 4 March 2016 to discuss John Rucker's salary as Acting Library Director and his salary in his permanent Assistant Director job. Martha made the point that an employee assigned to temporarily fill a vacant position should be paid within the salary range for the vacant position. We chose to pay John the same salary the former director was receiving, \$60,175 when he began serving as Acting Director. We have since increased the salary range for the Director job twice.

### Director Job Pay Ranges

Aug 2015 = \$58K - \$65K

Nov 18, 2015 = \$62K - \$74K

Feb 15, 2016 = \$70K - \$82K

**The Personnel Committee, therefore, recommends the following motion for the Board's consideration:**

***We move that John Rucker's pay as Acting Library Director be increased to \$62,000 retroactive to November 19, 2015 and increased again to \$70,000 retroactive to February 16, 2016.***

### John's Salary as Assistant Director

When we reviewed the Director's salary range, we asked Dan Bradbury from the search firm to see if he could find any local comparisons for our Assistant Director job. There are no good comparisons because our job consists of typical assistant director responsibilities in combination with information technology responsibilities. The latter are the most critical aspects of the job and require skills and abilities which command premium compensation in the market.

We do not believe that the Board has established a salary range for the Assistant Director position. As of August 2015 before he was appointed to serve as acting director, we were paying John \$55,849.04. Had he still been in the Assistant Director job on January 1, 2016, we probably would have given him the same 3% COLA the rest of the staff received, which would have put him at \$57,532.80. Certainly, that's the salary he should go back to when we hire a new director absent any intervening Board action affecting his Assistant Director salary.

The Personnel Committee believes that the Board should establish a salary range for the Assistant Director position which is appropriate in comparison to the new salary range for the Library Director position and for the job’s broad range of critical responsibilities. The Committee also believes that John’s salary when he returns to the Assistant Director position should be adjusted to reflect the depth and breadth of John’s technical skills and abilities and his overall value to the Library.

**The Personnel Committee, therefore, recommends the following motions for the Board’s consideration:**

**We move that a salary range of \$62,000 - \$72,000 be established for the Assistant Director position.**

**We move that, upon return from his Acting Director responsibilities to the Assistant Director position, John Rucker be paid an annual salary of \$65,000.**

**Some Percentage Comparisons**

<b>From</b>	<b>To</b>	<b>Percentage Increase</b>
Proposed Asst Dir Salary Range Minimum (\$62K)	Director Salary Range Minimum (\$70K)	13%
Proposed Asst Dir Salary Range Maximum (\$72K)	Director Salary Range Maximum (\$82K)	14%
John’s Aug 2015 Asst Dir Salary (\$55,849)	Former Director’s Salary (\$60,175)	7.8%
John’s Asst Dir Salary with 3% COLA (\$57,533)	Proposed Salary on Return to Asst Dir job (\$65K)	13%