

**Village of Lily Lake
Approved Minutes of the Executive Session of the Board of Trustees
Monday, August 27, 2018**

Present – Rick Overstreet, Mary Damisch, Chris Vaughn, Craig Walsh, Janet Marlovits, Pam Conn, and Alex McTavish.

Executive Session: *Motion by Pam Conn, seconded by Chris Vaughn to enter Executive Session at 7:36 p.m. Roll call vote, motion passed unanimously.*

Continuation of discussion on Clerk's wage:

- Split job into 2 positions
- Roughly 15% Clerk duties, 85% Admin duties is the current breakdown of total Clerk's job as it exists today.
- Discussed \$24,600-ish as proposed increase amount, President rounded to \$24,500.
- President referred to Winthrop Harbor Clerk's position as both Clerk and Admin. He noted the preference for Board appointment of any other position vs. a Clerk's appointment.

Trustee Damisch would like to split the roles; titles should be 'Clerk' and 'Director of Administrations' recommended by Attorney McTavish.

\$18,500 to \$24,500 is a large increase. Discuss past salaries and how they reflected the clerk's experience at the time.

Marlovits noted the current Clerk's position was always a combined job. If the village decides to differentiate, it will need to separate the salary.

Conn suggested breaking out the salaries to correlate with each position.

Clerk \$4,900 = 20% of \$24,500
Director of Admin \$19,600 = 80% of \$24,500

What duties will be divided if the current clerk changes? Conn worries that a new clerk will only do what is required, noting the 15%. Make sure a clear definition of duties for Clerk and Director of Administration is made.

Current Clerk will operate as both Clerk and Director of Administration.

Executive Session: *Motion by Janet Marlovits, seconded by Pam Conn to leave Executive Session at 7:50 p.m. Voice vote, motion passed unanimously.*