

Minutes of the Charles A. Ransom District Library Board of Trustees – March 18, 2008

Meeting was called to order by President Asselmeier at 7:05 p.m.

Members present: Asselmeier, Gelbaugh, Heed, Klein, Prentice, Davis, Haan

Members absent: Keeney

Director: Bell-Moore

Public: 2

Guest: Brian Stefl- Landscape Designworks

Special Agenda Items: Brian Stefl presented a proposal outlining suggests for improvements to the landscaping. The proposal included a list of 9 suggestions and cost for each area. The total cost range is \$6150 to \$6550. President Asselmeier expressed the Board's appreciation for all Landscape Designworks has done to improve the Library grounds.

Minutes of the February 19, 2008, meeting were reviewed. Correction to include Keeney absent from the meeting.
Motion to approve minutes as corrected. Klein/Prentice carried.

Financial Report: Financial Report was reviewed. The Budget Committee has recommended that any budget amendments or transfers be completed on a monthly basis instead of being completed at the end of the fiscal year.
Motion Davis/Prentice to transfer \$457.00 from 7020 to 7023, \$337.00 from 7052 to 7025, \$258.00 from 7052 to 7030, \$126.00 from 7033 to 7035, \$154.00 from 7033 to 7036, \$681.00 from 7053 to 7037, \$123.00 from 7093 to 7062 and \$154.00 from 7093 to 7083. Motion carried.

President's Report: No report

Director's Report:

Financial

- Melissa, Carol and I have been working together on documenting our financial procedures and year-end process in preparation for our next audit.
- I spoke with the IRS representative in charge of correcting retirement plan mistakes, who directed me to the forms, etc. we will need to submit. I am in the process of preparing those documents now.

Building

- I have collected several bids for landscaping services. I recommend that we continue with Landscape Designworks for the next two years, due to their competitive rates, superior service, community involvement and knowledge of our landscaping goals.

Programs

- We currently have 93 adults participating in the adult reading program! This is a higher number than last year. The finale will be held on March 20th, and will feature the musical group Blue Dahlia.
- Joyce Earle presented her always-popular program on gourd decorating for the Friends on February 9th.
- On February 28th, area libraries joined together to present the Allegan County Night of the Book program, in conjunction with the Great Michigan Read. Although the turnout was low, the presentation on the life and work of Hemingway was very good.
- The traveling Hemingway exhibit has arrived and is on display by the magazine area. Please take a moment to see it while you are in the library! It will be here until March 24th.
- Sandy Stamm presented a fabulous program on famous women in Plainwell's history on March 3rd.
- The Friends presented their annual Dr. Seuss Night on March 4th to RECORD attendance!!! They gave away all 200 of the "goodie bags" they had prepared, and of course there were many more parents in attendance as well.
- The library is partnering with Life Care Center of Plainwell to present the "Plainwell Senior Expo" on March 26th. This information fair will showcase vendors from a variety of senior-focused services, and will also feature a presentation from popular local food writer Deanna House. The fair will be held at Eesley Place Banquets and will run from 8 am-2 pm.
- We will be presenting a four week series in March for job seekers. A representative from the Allegan Michigan Works office will teach four workshops on resume writing, interviewing skills, using the Michigan Works Talentbank website, and general services available from Michigan Works.

Administrative

- I am working with John Light from National City on obtaining health insurance quotes.
- I have received a quote for an insurance package covering all 3 major areas (building/contents, directors & officers and employment practices) from MMRMA. I will be going over that proposal in more detail at the board meeting.

Committee Reports:

- **Budget:** Gelbaugh reported that the Budget Committee met on Saturday March 15th . Agenda items included revised retirement plans, health insurance review, landscape budget and year end procedures.
- **Building and Grounds:** will schedule a meeting to review landscape plans. Will be looking into repair lighting of the sign on the front lawn.
- **Endowment:** Prentice asked to confirm that the \$1225.00 receive so far this year for Endowment has been sent to Edward Jones.
- **Personnel:** No Report
- **Public Relations:** Working on letter.

Trustees Comments: Davis shared that she has taken the old Library front door and is having it made into a table to possible place back in the Library for a display table.

Public Comments: Barb Bredow and Linda Hallett commented that it was exciting to see all the activity at the Library and to watch the Library growing and be positive. The Board thanked both for their past and present support.

Continued Business:

- **Retirement Programs:** The Budget Committee presented an idea to pay an annual bonus at the discretion of the Board in lieu of a formal retirement plan to full time employees. The Board would on an annual basis determine if a bonus would be paid and the percentage. This was proposed as a first reading for a policy amendment.
- *Corrections to SEP program: Motion Prentice/Klein to authorize Asselmeier and Bell Moore to complete the required paperwork to correct SEP and issue reimbursements up to \$14,000.00. Funds will be taken from the fund balance. Roll call vote: Davis yes, Gelbaugh yes, Heed yes, Klein yes. Prentice yes, Haan yes, Asselmeier yes. Motion carried 7 yes 0 no.*
- *Motion Davis/Haan to pay budgeted benefits to Julie Stout in the amount of \$1672.00 and Dawn Holtman in the amount of \$2206.00 in lieu of SEP for this fiscal year. Roll call vote: Davis yes, Gelbaugh yes, Heed yes, Klein yes, Prentice yes, Haan yes, Asselmeier yes*

New Business:

First reading of several policy amendments:

- **Personnel Policy No. 2 – Employee Classifications**

Presently:

Category I employees are entitled to health insurance/ *SEP* benefits.

Revision:

Category I employees are entitled to health insurance benefits.

- **Personnel Policy No. 4 – Subject Leave Time**

Presently:

Pay and Benefit Coverage During Leave:

B. For the duration of any family and medical leave granted under this policy, the Library will continue to provide eligible employees with *medical, dental, and vision* insurance coverage under the same conditions that applied before the leave commenced.

Revision: Remove dental and vision insurance coverage to read

B. For the duration of any family and medical leave granted under this policy, the Library will continue to provide eligible employees with health insurance coverage under the same conditions that applied before the leave commenced.

- **Personnel Policy No. 5 – Health Insurance and Retirement Benefits**

Presently:

Health Insurance:

Category I employees are entitled to health insurance.

Currently, the Library purchases insurance through the City of Plainwell; however, the Library reserves the right to purchase insurance from an independent source.

Members of an employee's family may be added to the policy at the employee's expense.

If an employee does not take the insurance benefits, the Library will reimburse the employee 1/3 the cost of the insurance: either in cash or through deposit into a retirement fund. The Library requires the employee who opts out of the Library's plan to provide proof of alternative health insurance coverage.

Part time employees may obtain insurance benefits through the Library at the employee's expense.

Retirement Benefits:

Category I employees who have worked three out of 5 years at the Library are entitled to receive SEP benefits. The SEP booklet is kept by the accountant and may be reviewed by staff upon request. The percentage paid each year is determined by the Board of Trustees.

Revision:

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Part time employees may obtain insurance benefits through the Library at the employee's expense.

Other Benefits:

On an annual basis the Board of Trustees will consider a bonus payment for eligible Category I employees. If approved the payment will be made to eligible employees in December.

Category I employees hired prior to July 1, 2008 are eligible.

Category I employees hired after July 1, 2008, are eligible after 3 out of 5 years of full time employment.

- **MMRMA Insurance quote:** The board reviewed recommendation from the Director to purchase a combined insurance policy from MMRMA. *After review motion Davis/Klein to change our present policy with Traveler's and consulate coverage with MMRMA and pay the 50% premium up to \$5000.00 to begin coverage. Roll call vote: Prentice yes, Klein yes, Heed yes, Gelbaugh yes, Davis yes, Haan yes, Asselmeier yes 7 yes 0 no Carried.*
- **Landscape Bids:** After review of three bids. *Motion Davis/Prentice to engage Landscape Designworks in a two year contract for annual mowing, spring and fall clean up and treating the lawn at a cost of \$5136.00. Roll call vote: Davis yes, Gelbaugh yes, Heed yes, Klein yes, Prentice yes, Haan yes, Asselmeier yes. 7 yes 0 no Carried.*

Next meeting April 15, 2008

Motion to adjourn Klein/Davis carried.

Respectfully submitted,
Connie Haan, Secretary

