

Richland Community Library Board Minutes October 21, 2009

Members present: Cindy Berg, Chris Cupper, Jill Gould, Judy Hobson, Raenell Kent, Patrice Mindock, Larry Williams

Members absent: None

Others present: Kay LaPierre

Call to order: President Mindock called the meeting to order at 7: 18 PM.

Public Comment: None

Guests: None

Review minutes of September 16, 2009: Minutes from the previous meeting were accepted as presented. (Gould/Williams)

Friends of the Library Report: The FOL annual meeting will be held Nov. 10th.

Financial Report: Monthly disbursements ending in October were reviewed and approved as presented. The monthly financial report was approved as presented. (Kent/Cupper)

Director's Report: Sue Parker Carter is the new Adult Programming coordinator for our library. She will facilitate a book discussion for *Three Cups of Tea* by Greg Mortenson October 22nd at 6:30. Staff reviews were given in September. The Personnel Committee reviewed our updated/new job descriptions in September; these were given to the staff at the September staff meeting. The Personnel Committee also approved the new personnel manual, which will be reviewed with the staff at the October staff meeting. We have not heard back from Jake's Concrete; with the approaching cold weather, we may wait until spring for the concrete work. The Director attended a DSS committee meeting on September 23rd to discuss plans for the Greg Mortenson event on October 29th. The Director met with Katie Bell of Ransom District Library; employee benefit plans and other library related topics were discussed. Two of four prospects have submitted proposals for the new circulation desk. Geoff Lansky of the Ted Hartleb Agency has indicated employers may not contribute a percentage of salary to medical flexible spending plans. The employer may choose to match employee contributions up to a fixed dollar amount. The Personnel Committee will report on their recommendation for this. The Director met with Mrs. Drouin to review year-end expenditures and salary changes for FY 2009-10. The Director attended the SWML Cooperative Council meeting at Cass District Library October 8th. State Librarian Nancy Robertson spoke to the group regarding the many changes in state funding and the Library of Michigan.

Committee Reports The Communications Committee discussed the revised library website. Also discussed were guidelines about what can be put on the website and what cannot. The Strategic Planning and Facilities Committees met to move forward as they consider the redesign of the circulation desk and other associated renovations such as carpeting; bids that have come in to date were also considered.

Old Business:

- a. Medical Flexible Spending revision. Library will match up to \$300/yr per employee working 25 hrs. per week year-round, per IRS rules and regulations. The 3% contribution will be revoked. (Hobson/Berg)
- b. Kay LaPierre review—The Director received an exemplary review.
- c. The annual staff recognition will be held Nov. 2nd at 6:30 PM at the Park Club.

New Business:

- a. Retirement contributions for employees: A 5% aggregate lump sum, based on 5% X served (25 hours regular employee) as a first contribution in setting up the 401(a) MERS Defined Contribution Fund was proposed. Then, allowing thereafter for matching fund of 5%, based on a 25-hour employee status. A motion was made to support this proposal. The motion passed. (Gould/Williams)
- b. Lump Sum retirement contribution for employees See above.
- c. Review Circulation desk bids: The item was tabled until next month.
- d. Other New Business: An opportunity to collaborate with Blue Water Gallery will be investigated. Hanging art in the lower level will provide good public relations for art and our library.

Adjournment: There being no further business before the Board, the meeting was adjourned at 8: 00 PM. (Williams/Mindock)

Respectfully submitted,

Chris Cupper, Secretary

Patrice Mindock, President