Minutes

1. Call to Order
   The meeting was called to order at 6:30 pm.

2. Roll Call
   Present: Mary Lou Bissett, Conni Brett, Karen Hibbler, Carol Kocik, Angie McCoy, Deb Miller, Cynthia Stroebel. Absent: none. Also Present: Library Director Tracy Aldrich.

3. Additions/Deletions/Approval of Agenda
   Ms. Bissett moved to approve the agenda as presented, seconded by Ms. Hibbler. Motion carried unanimously.

4. Additions/Deletions/Approval of Minutes of April 2019 Regular Meeting
   Ms. Hibbler moved to approve the minutes of the April 2019 regular meeting as presented, seconded by Ms. McCoy. Motion carried unanimously.

5. Approval of Bills/Financial Status
   Ms. Aldrich mentioned an increasing number of requests from library vendors for online payments instead of checks. These included one from the State elevator inspectors office and another from Princh, the new, Denmark based mobile printing service, which is completely unable to process checks and will require electronic transfer of funds to the company’s bank. Ms. Aldrich said she had discussed the issue with the library’s auditor and was told there should be no problems with such payments as long as there is an invoice for the records. The board reviewed the monthly bills and financial reports. Ms. Stroebel moved to approve payment of the bills in the amount of $8,206.65 and payroll in the amount of $21,324.63, seconded by Ms. Kocik. Motion carried unanimously.

6. Public Comment
   There was no public comment.

7. Library Director’s Report
   Ms. Aldrich presented the monthly director’s report.

8. Committee Reports
   There were no committee reports.

9. Old Business
   A: 2020 Special Projects
   The board and director discussed a few additions to the 2020 Special Projects idea list, including noise abatement structures and devices; youth computers; updated and relocated public catalog computers, and shelving issues. Ms. Aldrich reported on a visit from the new Library Design Associates representative who toured the Imlay building in preparation for quoting on some of these projects, along with some repairs to lamps and a chair tablet arm. She also reported meeting with carpet and tile contractors for quotes, and possible progress on a new handyman for the library, who may also quote on some of these projects.
B: MMLC Annual Meeting
Ms. Aldrich confirmed that she would be attending the MMLC annual meeting on Thursday, May 9 along with trustees Ms. Kocik and Ms. Brett.

10. New Business
A: Part Time PTO Benefits
Ms. Aldrich explained that the new state law governing paid time off (PTO) benefits for part-time staff did not apply to the library because of the number of employees. She suggested however that the board might want to consider adding some PTO of its own design in 2020, in keeping with the process begun with the implementation of bereavement leave for part-time staff added a few years ago. There was discussion about the essential nature of part-time staff to library operations. Ms. Aldrich mentioned possibilities seen at other libraries, including extending paid holiday leave to all part-time staff scheduled to work those days and/or adding a paid birthday holiday for all staff as two options that would be relatively easy to implement and would not have any significant effect on the budget, making them a quick way to start this process. There was discussion about the holiday calendar and about the issue of ill part-time employees with no sick time leave. Ms. Aldrich described the calculations, accounting work, and policy changes that would be required in order to set up an accrual method of sick/vacation PTO for part-time staff. There was consensus to put the topic back on the agenda for the following month, giving the trustees time to consider the matter further.

B: Health Insurance Renewal
The board discussed the renewal of the Guardian dental, vision, disability, and life insurance plans and the Blue Cross Blue Shield (BCBS) health insurance coverage. Ms. Aldrich explained the effect age banding was having on the BCBS premium, which, although experiencing its first significant increase in years, was still well below projections and considered a good value. She also described some of the complexities involved in calculating cost sharing of the various plans, and explained MCL 15.562, as amended by Public Act 270, which sets limits on the amount public employers can contribute to medical benefit plans. Ms. Aldrich clarified that she had just learned from the library’s agent that the law applies to the actual health insurance premiums only, in this case the BCBS plan. There was discussion of different options available including the state mandated hard cap (which the library plan would fall within), the 80/20% cost sharing model, and opting out completely or opting out and setting a different cost sharing ratio, as Imlay City does with its 89/11% model. The Guardian costs were examined as were the BCBS rates; Guardian life and disability policies were already covered at 100% while dental and vision were at 80/20%, as was the BCBS premium. Ms. McCoy moved to increase the library’s portion of all the various Guardian plans to 100% and leave the BCBS cost sharing plan at 80/20%, seconded by Carol Kocik. Motion carried unanimously.

11. Communications
Communications included newspaper articles about Mandy Summers’ Friend of Youth Award.

12. Adjournment
Ms. Strobel moved to adjourn, seconded by Ms. Kocik. Motion carried unanimously. The meeting adjourned at 7:55 pm.

[Signature]
Tracy Aldrich, Library Director 6-6-19