

Library Board Meeting September 12, 2016

Members present: Haugen, Hoehn, LaBrosse, McManus, Radloff, Rund, Tetrick, Trisko and Halgren (staff)

Absent: Niederkorn (excused)
Meeting called to order - 7:09 p.m.

Consent Agenda

- Minutes: M/S/P
- Bills: M/S/P

Unfinished Business

Repair and Maintenance –

- New phone system went live on 8/24 with very little trouble until our first Saturday when people could only leave a message, but this has been fixed for future Saturdays.
- Three new security cameras were installed the week of 8/29 with online access to activity so now all staff members can view activity in the building and first theft was caught on 9/9.
- Contract with Metro Sales for maintenance and lease of current public copy machine was renewed due to uncertainty of copier needs with potential remodeling/building, etc., with a lower monthly charge of \$86.

Hiring of Substitute Asst. Information Specialist

- Posting closed on 8/19; received 16 applicants.
- Will be interviewing four people this week.

Mechanical Needs/Space Study Update

- Jennifer Anderson-Tuttle met with staff the morning of 8/10. While many things were covered, staff felt that a follow-up meeting with separate departments would be beneficial, and Anderson-Tuttle held meetings with staff on 8/30 in which she presented potential ideas for remodeling the current building.
- Prior to this, Halgren had compiled utility data, collection data, replacement/purchase data regarding equipment, available software data, hazardous materials studies, and programming space data for Anderson-Tuttle.
- Chris Laabs from LSE walked through the building on 8/26, counting shelves and taking pictures of current furniture, stacks, and layout for design purposes.
- An online version of the paper questionnaire was created with SurveyMonkey and has been posted on Facebook and the library's web page.

New Business

Circulation Stats – up 11.89% for August!

Discussion of Current Benefits -After conferring with Shelly Anderson of HR, Halgren presented a rundown of current benefits for library personnel vs. benefits for City workers. The board adopted the following items:

- Health insurance – Maintain current coverage, which is the same as the city. M/S/P
- Life insurance – Tabled until a future date for discussion, since the city is now negotiating this benefit.
- Vacation – Adopt the city schedules. M/S/P
 - AFSCME schedule
 - 0-5 years: 80 hours at 3.077 hours per pay period
 - 6-10 years: 120 hours at 4.6154 hours per pay period
 - 11-20 years: 160 hours at 6.1538 hours per pay period
 - 21 years: 200 hours at 7.6923 hours per pay period
 - Supervisory schedule
 - 0-5 years: 80 hours at 3.077 hours per pay period
 - 6-10 years: 120 hours at 4.6154 hours per pay period
 - 11-15 years: 160 hours at 6.1538 hours per pay period
 - 16 years: 200 hours at 7.6923 hours per pay period
- Carryover of vacation – Maintain current plan. M/S/P
 - Vacation can accrue 2 times annual earned vacation or 25 working days at the end of the calendar year; anything over is lost.
- Funeral leave – Maintain current plan. M/S/P
 - All full-time and permanent part-time employees are eligible for paid leave up to three work days.
- Sick leave – Adopt city schedule. M/S/P
 - Sick leave is accumulated at a rate of 3.6923 hours per pay period. Sick leave in excess of 840 hours may be converted at a rate of two to one (as with the library's current policy) but instead of becoming "x vacation" these hours are banked in a health care savings account. Once an employee leaves public employment, this fund, set up through the state of Minnesota, can be used for health expenses.
- Health care savings account – Adopt city plan. M/S/P
 - City - Full-time city workers (40 hours a week) receive \$50 a month into a health care savings retirement account.
- Health insurance upon retirement – Maintain current plan. M/S/P
 - When an employee retires under an approved pension plan (currently PERA), s/he and their dependents at the time of retirement are entitled to group medical coverage under the terms and conditions of the health insurance plan maintained by the City for its active employees. All coverage ceases on the retiree's 65th birthday.
- Severance pay – Adopt city schedule M/S/P
 - AFSCME schedule
 - Employees who have completed at least 10 continuous years of service will be granted severance pay based upon years of service at the rate of \$200 per year for each year of employment with no maximum
 - Supervisory schedule
 - Do not receive Severance Pay since 2007. However, they do receive a Service Recognition Award of 5% of salary after completing 10 years of service. Thereafter, after 5 more years of service they will receive another 5%.

Halgren will discuss the implementation of benefits with city personnel.

More Donations – Halgren received a letter from Ollie Rivard's daughter in Alaska with more memorials for her mother totaling \$280. The designation for these donations is for books. Staff will select a variety of materials in honor of Ollie.

Current Programming

- **Adult Programs** – Five readers enjoyed discussing *The Pillars of the Earth* after having the summer off from book club (9/8). *Upcoming*: Afternoon Book Discussion (9/14); Tangle the Day Away with Victoria Welch (9/19); iPad Basics (9/28); The Art of Remembrance: The Ofrenda (10/10); Immigrant Stories of SSP screening and discussion (10/17); Celtic Breeze with Laura MacKenzie (10/24).
- **Children's Programs** – Storytimes start the week of 9/12 with Rock, Rattle, and Rhyme on Monday nights and Wednesday afternoons and Family Storytimes on Tuesday mornings. *Upcoming*: Zoom! Zoom! Zoom! Story Man from England (9/13); Teen Space Art (9/13); Homeschool Meetup (9/14, 10/6 and 11/3); Beyond the Book: *Swatch* by Julia Denos (9/22); Look What We Did with Leaves! (10/8); Beyond the Book: *Moving Blocks* by Yusuke Yonezo (10/12); Wood Animalitos (10/20); Beyond the Book: *This is Sadie* by Sara O'Leary (10/27).

Other/Correspondence

- Halgren ordered two months of complimentary BookPage publications (annual subscription is \$300).
- Radloff mentioned the state of weeds in our gardens.
- Trisko received a letter approving the library's annual report to the state.

Meeting adjourned - 8:30 p.m.

Next meeting – October 10, 2016