

Loutit District Library
Finance and Personnel Committees Joint Meeting Minutes
March 10, 2020

Committee members present: Brooks, Bulthouse, Derdowski, De Young, Menerick, Osmun, Rusco, Zink
(via phone) and Martin

Committee members absent: Craun

Others present: FitzGerald

Meeting called to order by Brooks at 4:32 p.m.

1. Staffing Plan and Draft Job Descriptions – Discussion of a staffing plan covering the next two fiscal years. These included:
 - A. An increase in base hours from 24 to 28 for a Cataloging Library Assistant I position due to increased time to add cataloging duties to the regular Circulation duties. This is the only p/t position that is part of the Cataloging Team. Additional annual cost to the library for this change is about \$5,950 for FY 20/21. This change will take effect beginning July 2020 if approved in the FY 20/21 budget.
 - B. Promote an existing Library Assistant I – Circulation at 28 hours per weeks to Library Assistant II, 30 hours per week. This new position will be responsible for scheduling and oversight of the Circulation Department. The Library Assistant I position will be eliminated. Additional annual cost to the library for this change is about \$7,890 for FY 20/21. This change will take effect beginning July 2020 if approved in the FY 20/21 budget. A proposed job description for this position was distributed
 - C. Upgrade existing Maintenance Technician position from 20 hours per week to 28 hours per week. Due to additional room setup duties, along with everyday maintenance issues in an 11 year old building, the need for additional hours was presented. Discussion followed regarding the amount of additional work on the building and furnishings that could be accomplished by the current Maintenance Technician if this was a full-time position. This represents an increase in annual cost to the library of about \$28,000 -- \$13,000 in wages and \$15,000 for health insurance, retirement and other costs.

Motion by Osmun, second by Menerick, to recommend to the Board that the Maintenance Technician position be upgraded immediately from part-time to full-time, 32 hours per week. Motion carried.
 - D. Job Description – Library Assistant II, Reference & Information/Learning Center. This job description was created for a new position to manage the proposed Learning Center in the former Public Computing Room. This position is proposed for FY 21/22.
2. Five-Year Financial Plan – Derdowski discussed the revised Five-Year Financial Plan. This Plan incorporates the County’s estimate of a 4% increase in tax revenues for FY 20/21, and a more conservative 3% increase for years beyond that. The Plan includes additional General Fund revenues of \$72,500 from sale of the Robbins Road property to help offset bond payments beginning in the current FY and extending out through FY 26/27 when the bonds will be paid off.

De Young stated that the Board's goal is to live within the library's financial means and to not have to dip into reserve funds to balance the budget. Martin and Derdowski assured the Committees that staff's goal is the same as the Board's.

3. Corrected W2 Update – Corrected W2s were distributed to affected staff members for years 2016, 2017 and 2018, the only years that Social Security is accepting corrected W2s for. As of today, no employees have turned in requests for reimbursement of tax refilling costs (\$200 maximum per amended return). The deadline for reimbursement requests is June 30.
4. Salary Study – The consultant is working on the study and indicates he should be able to have the results back to us sometime in May, if not earlier. Sara has built a \$25,000 cushion into the FY 20/21 budget.
5. MERS 457 Plan – MERS confirmed that the library's 457 plan could not be adjusted to allow annual accumulated sick time payouts that staff chose to deposit to their 457 retirement plan to not be subjected to the 2% library match. The only way to stop the 2% match is to amend the library's MERS plan.

Motion by Menerick, second by De Young, to recommend to the Board amending the library's MERS retirement plan to state that annual accumulated sick time payouts are not subject to the library's 2% match. Motion carried.

6. Other
 - A. Brooks asked for an update on the MERS DB vs DC retirement plans. Derdowski stated she is still working with MERS on this project and hopes to move forward with the study within the next few months.
 - B. Derdowski reported that staff who are issued a library credit card will need to sign a document acknowledging receipt of the card and the intended use of the card.
 - C. Derdowski reported that the state is changing the Uniform Chart of Accounts and a new Chart will be ready for adoption later in 2020.

Next meeting date – TBD

Meeting adjourned at 6:55 p.m.

Respectfully submitted,
John Martin, Library Director