

LAKELAND LIBRARY COOPERATIVE

Personnel Committee Meeting

April 2, 2009

MINUTES

"OFFICIAL"

- Members Present:** Marcia Warner, Pamela Myers, Rob Bristow, Martha Smart, Melissa Huisman
- Members Absent:** Tom Genson
- Staff Present:** Sandra Wilson
- Call to order** The meeting was called to order at 9:15 p.m. by Chair Warner.
- Approval of Agenda:** Motion by Huisman, second by Myers to approve the agenda as presented. Motion passed.
- Minutes** Motion by Huisman, second by Smart to approve minutes for February 26, 2009. Motion passed.
- Health Insurance** Motion by Smart, second by Bristow to recommend to the Board to change from BCBS to Priority Health insurance effective June 1, 2009 at a savings of \$11,516. Motion passed.
- Salary Schedule Revisions & Salary Administration Policy Revisions**
Motion by Smart, second by Bristow to approve the proposed salary plan, including:
- five steps for each classification with 3% increase between each step
 - changes in salary plan for existing staff to occur with the new fiscal year October 1, 2009
 - add –If the existing pay for staff is higher than the last step of the new salary range and a scale of annual percentage increases applied, then hold current employees at their current salary rate until the salary scale catches up to this salary before any annual percentage raises can be awarded.
- Motion passed.
- Vacation Revisions** Motion by Smart, second by Bristow to approve the proposed vacation revisions with these changes:
- maximum days earned reduced from 25 to 20 days

- reduce present staff levels to follow revised policy
- after year 5 add one day per year up to the maximum allowed
- pro-rate part-time staff based on full time equivalency of 8 hours per day.

Motion passed.

Holiday Revisions

Motion by Bristow, second by Myers to approve proposed holiday revisions. Motion passed.

Personal Days

Motion by Bristow, second by Huisman to approve new section proposed for personal days. Motion passed.

Leaves of Absence Revision

Motion by Bristow, second by Huisman to approve proposed leaves of absence revisions with changes as follows:

- Leaves of absence change eligible to earned
- Family and medical leave confirm with attorney that Lakeland is required to have this policy

Motion passed.

Long Term Disability Revisions

Motion by Smart, second by Bristow to approve revisions as proposed for long term disability with the change to add regular part-time employees. Motion passed.

Life Insurance Revisions

Motion by Smart, second by Myers to approve revisions to life insurance as proposed. Motion passed.

Outside Employment Revisions

Consensus to not accept proposed revisions and leave as is.

Performance Evaluation Revisions

Motion by Huisman, second by Bristow to approve revisions as proposed. Motion passed.

Employment Categories Revisions

Consensus to not accept proposed revisions and leave as is.

Health Insurance Revisions

Motion by Huisman, second by Bristow to accept health insurance revisions as proposed with re-inserting “the cost to the employee will be pro-rated according to hours scheduled to work per week.”

Work Schedules Revisions

Consensus to not accept proposed revisions and leave as is.

Minor and Housekeeping Revisions

Motion by Bristow, second by Huisman to approve revisions as proposed with these changes:

- Employee benefits remove Witness Duty Leave
- Witness Duty remove policy
- Timekeeping replace all overtime to be approved by the employees supervisor with Cooperative Director
- Keys and Security Codes add: Employees will be assessed the charges for building lock changes and replacement of keys if their key is lost.

Motion passed.

Recording Secretary,

Sandra Wilson
Cooperative Director