

LIBRARY BOARD MEETING MINUTES

GARDEN CITY, MICHIGAN

Approved

LIBRARY BOARD MINUTES FROM 11/9/2021

CALL TO ORDER

The meeting was called to order at 6:00 p.m. Present in person were Board Members: Lynn Cox; Millie Tyszkiewicz; Janet Smith; Paul Werhane; and Director James Lenze. Present remotely from Garden City, Michigan was Drew McMechan

Guest:

Absent: Nancy Bailey (excused)

APPROVAL OF MINUTES

It was moved by Board Member M. Tyszkiewicz, supported by Board Member J. Smith. Resolved: to accept the minutes of the Library Board meeting of **Tuesday, October 12, 2021**

Vote:

Aye: 5 Nay: 0 Abstain: 0 Recused: 0
Passes 5-0 unanimous

It was moved by Board Member J. Smith, supported by Board Member M. Tyszkiewicz. Resolved: to accept the Closed Session minutes of the Library Board meeting of **Tuesday, October 12, 2021**

Vote:

Aye: 5 Nay: 0 Abstain: 0 Recused: 0
Passes 5-0 unanimous

DIRECTOR'S REPORT

It was moved by Board Member M. Tyszkiewicz, supported by Board Member J. Smith. Resolved to accept the Director's report for the month as presented.

Vote:

Aye: 5 Nay: 0 Abstain: 0 Recused: 0
Passes 5-0 unanimous

BILLS

It was moved by Board Member D. McMechan, supported by Board Member J. Smith. Resolved to accept payment of monthly bills as presented

Vote:

Aye: 5 Nay: 0 Abstain: 0 Recused: 0
Passes 5-0 unanimous

UNFINISHED BUSINESS

Employee Healthcare Insurance Plan

It was moved by Board Member D. McMechan, supported by Board Member M. Tyszkiewicz. Resolved: to provide for the Library's full-time employees the healthcare insurance plan known as Simply Blue HSA (PPO Gold Plan) from Blue Cross Blue Shield of Michigan (BCBS) through Kapnick Insurance Group, with a \$3,000 employer contribution to the HSA, and to authorize and direct Director Lenze to enter into such agreements as are necessary to secure this benefit for the employees.

Vote:

Aye: 5 Nay: 0 Abstain: 0 Recused: 0
Passes 5-0 unanimous

Dental and Vision Plans

It was moved by Board Member D. McMechan, supported by Board Member M. Tyszkiewicz. Resolved: to provide for the Library's full-time employees the dental insurance option (Passive PPO) from Blue Cross Blue Shield of Michigan and the vision insurance option from Vision Service Plan (VSP) through Kapnick Insurance Group, and to authorize and direct Director Lenze to enter into such agreements as are necessary to secure this benefit for the employees.

Vote:

Aye: 5 Nay: 0 Abstain: 0 Recused: 0
Passes 5-0 unanimous

Retiree HRA

Discussed. No action taken.

Cafeteria Plan

It was moved by Board Member D. McMechan, supported by Board Member M. Tyszkiewicz. Resolved: to provide for the Library's full-time employees a Cafeteria Benefit Plan of \$5,000 paid in two semi-annual installments (February and August) of \$2,500 each. To be eligible for this benefit, the employee must provide a written waiver of the health and dental insurance plans offered by the Library, and proof of alternate/duplicate coverage. Once enrolled, the employee may request reinstatement in the insurance coverage during "open season" for insurance coverage changes. Insurance coverage will be reinstated immediately upon proof of loss of alternate/duplicate coverage. Full-time employees are eligible to participate in this program on the first day of employment or any time thereafter.

Vote:

Aye: 5 Nay: 0 Abstain: 0 Recused: 0
Passes 5-0 unanimous

Other Insurances

It was moved by Board Member D. McMechan, supported by Board Member M. Tyszkiewicz. Resolved: to enroll all full- and part-time employees of the Garden City Public Library in the Encompass EAP (Employee Assistance Program) through TLN's group plan at an annual cost of \$15 per employee (\$150 per year total).

Vote:

Aye: 5 Nay: 0 Abstain: 0 Recused: 0
Passes 5-0 unanimous

NEW BUSINESS

Schedule of Meetings for 2022

It was moved by Board Member L. Cox, supported by Board Member J. Smith. Resolved: to approve the 2022 Schedule of Meetings as presented with regular Library Board Meetings on every second Tuesday of the month, at 6:00 PM, in the Maplewood Community Center.

Vote:

Aye: 5 Nay: 0 Abstain: 0 Recused: 0
Passes 5-0 unanimous

Election of Officers

It was moved by Board Member M. Tyszkiewicz, supported by Board Member J. Smith. Resolved: to elect the following slate of Officers: President D. McMechan; Vice President Paul Werhane; Secretary L. Cox.

Vote:

Aye: 5 Nay: 0 Abstain: 0 Recused: 0
Passes 5-0 unanimous

Payroll

It was moved by Board Member D. McMechan, supported by Board Member M. Tyszkiewicz. Resolved: to contract with Paychex for payroll and human resources services including Paychex Flex Select and Paychex Flextime time and attendance management at the prices quoted.

Vote:

Aye: 5 Nay: 0 Abstain: 0 Recused: 0
Passes 5-0 unanimous

FOIA Procedures, Guidelines, Summary, and Form

It was moved by Board Member D. McMechan, supported by Board Member M. Tyszkiewicz. Resolved: to approve the Garden City Public Library Freedom Of Information Act (FOIA) Procedures and Guidelines, Summary, and Itemized Worksheet Form as presented.

Vote:

Aye: 5 Nay: 0 Abstain: 0 Recused: 0
Passes 5-0 unanimous

Part-Time Paid Time Off and Holiday Pay

It was moved by Board Member J. Smith, supported by Board Member M. Tyszkiewicz, to table this agenda item for the December meeting.

Vote:

Aye: 5 Nay: 0 Abstain: 0 Recused: 0
Passes 5-0 unanimous

Bonuses of Pay Increases

It was moved by Board Member M. Tyszkiewicz, supported by Board Member J. Smith, to table this agenda item for the December meeting.

Vote:

Aye: 5 Nay: 0 Abstain: 0 Recused: 0
Passes 5-0 unanimous

Personnel Files

It was moved by Board Member J. Smith, supported by D. McMechan. Resolved: to direct Director Lenze to acquire from the City's Human Resources Department all original files pertaining to all persons who are or were employed by the Library at any time from January 1, 2012 to the present in their possession.

Vote:

Aye: 5 Nay: 0 Abstain: 0 Recused: 0
Passes 5-0 unanimous

Employee Handbook

Discussed. No action taken.

Daniels and Zermack Invoice

It was moved by Board Member D. McMechan, supported by Board Member J. Smith. Resolved: to approve payment of the invoice from Daniels & Zermack from the CONTRACTUAL expenditure line (790-790-803.000).

Vote:

Aye: 5 Nay: 0 Abstain: 0 Recused: 0
Passes 5-0 unanimous

OTHER BUSINESS

Retirement Benefits Plan

Board Member D. McMechan requested that Director Lenze begin researching options for retirement benefit plans for future full-time employees of the Library.

PUBLIC COMMENT

Marge Hickman asked about the proposed pay increases

John Murray asked about the lawsuit which the City has filed against the Library, and the additional costs the Library is experiencing as a result of the changes in the City/Library relationship.

CLOSED SESSION

It was moved by Board Member M. Tyszkiewicz, supported by Board Member D. McMechan. Resolved to enter into Closed Session for the purpose of discussing pending litigation.

Roll Call Vote:

Werhane: Aye; McMechan: Aye; Cox: Aye; Smith: Aye; Tyszkiewicz: Aye
Passes 5-0 unanimous

Board entered Closed session at 7:36 PM

Board returned to Open Session at 8:08 PM

ADJOURNMENT

The meeting was adjourned at 8:10 PM

Next Meeting: **Tuesday, December 14, 2021 at 6:00 PM.**

