

LIBRARY BOARD MEETING MINUTES GARDEN CITY, MICHIGAN Approved

LIBRARY BOARD MINUTES FROM 12/14/2021

CALL TO ORDER

The meeting was called to order at 6:00 p.m. Present were Board Members: Lynn Cox; Millie Tyszkiewicz; Drew McMechan; Janet Smith; Paul Werhane; Nancy Bailey; and Director James Lenze

Guest: Brian Marciniak, Treasurer of Garden City

Absent:

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, November 09, 2021**

Vote:

Aye: 6 Nay: 0 Abstain: 0

Passes 6-0 unanimous

It was moved by Board Member M. Tyszkiewicz, supported by Board Member J. Smith. Resolved: to accept the closed session minutes of the Library Board meeting of **Tuesday, November 09, 2021**

Vote:

Aye: 6 Nay: 0 Abstain: 0

Passes 6-0 unanimous

DIRECTOR'S REPORT

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

Vote:

Aye: 6 Nay: 0 Abstain: 0

Passes 6-0 unanimous

BILLS

It was moved by Board Member M. Tyszkiewicz, supported by Board Member P. Werhane. Resolved to accept payment of monthly bills as presented

Vote:

Aye: 6 Nay: 0 Abstain: 0

Passes 6-0 unanimous

UNFINISHED BUSINESS

Retiree HRA

It was moved by Board Member M. Tyszkiewicz, supported by Board Member P. Werhane. Resolved to approve the HRA Plan for Retirees and the Supplemental HRA Plan for Retirees as presented.

Vote:

Aye: 5 Nay: 0 Abstain: 0 Recused: Janet Smith

Passes 5-0 unanimous

Retiree HRA Funding

It was moved by Board Member N. Bailey, supported by Board Member M. Tyszkiewicz. Resolved to fund the HRA Plan for Retirees in the amount of \$3,600 for calendar year 2022, and to fund the Supplemental HRA Plan for Retirees in the amount of \$6,400 for the calendar year 2022.

Vote:

Aye: 5 Nay: 0 Abstain: 0 Recused: Janet Smith

Passes 5-0 unanimous

Part Time Employees Paid Time Off and Holiday Pay

It was moved by Board Member J. Smith, supported by Board Member P. Werhane. Resolved to approve the following benefits for part-time employees. Based on their normal schedule, for every 5 hours per week that an employee is scheduled, they receive one (1) hour of paid time on each recognized holiday, and eight (8) hours of

Paid Time Off (PTO) per year. PTO would not carry over from year to year. Holiday pay and PTO would start after satisfactory completion of a 60-day probationary period. Holiday Pay is effective immediately. PTO is effective January 1, 2022 and replaces Paid Medical Leave for Part Time Staff.

Vote:

Aye: 6 Nay: 0 Abstain: 0

Passes 6-0 unanimous

Pay Increases

It was moved by Board Member P. Werhane, supported by Board Member M. Tyszkiewicz. Resolved to approve a \$1.25 per hour pay increase for all Library employees effective January 1, 2022.

Vote:

Aye: 6 Nay: 0 Abstain: 0

Passes 6-0 unanimous

NEW BUSINESS

Payroll

City Treasurer Brian Marciniak informed the Board that the City desires the Library to open its own bank account(s). He outlined several options for how the Library could request disbursements from the Library Fund to the Library's bank account(s). The Library would then be able to pay invoices from the Library bank account(s) and provide a payroll vendor with access to the account(s). He further stated that once the fiscal agency agreement ends at the end of January 2022, the City would no longer pay individual invoices for the Library even with a signed disbursement voucher. This is contrary to the advice the Library Board has received from their attorneys and shared with the City last March. The Board will consult with attorneys before determining course of action.

Budget Amendment

It was moved by Board Member M. Tyszkiewicz, supported by Board Member P. Werhane. Resolved to approve the budget amendment to Fund 790 LIBRARY FUND as presented, increasing projected Revenue and Expenditures by \$27,922, and using \$22,281 of Unrestricted Fund Balance as part of the increased revenue projection.

Vote:

Aye: 6 Nay: 0 Abstain: 0

Passes 6-0 unanimous

OTHER BUSINESS

None

PUBLIC COMMENT

Marge Hickman questioned who controls library funds for paying payroll; whether any other libraries have their own bank accounts; how the cost of the Library's HRA for Retirees compares with the cost of the retiree health care plan through the City; and about library millages and fund balance.

John Murray asked about the Library Building Fund and regulations that restrict its investment; about securing bonds for the new building; and about the parking lot lighting issues.

ADJOURNMENT

The meeting was adjourned at 7:16pm

Next Meeting: **Tuesday, January 11, 2022 at 6:00 PM**

