



The Board of Trustees Minutes

Regular Meeting

Date: September 15, 2021

Attendees:	<i>Trustees</i>	<i>Staff</i>	<i>Guests</i>
	Jennifer Darling	Andrew Mangels	
	Kate Maver	Jana Nassif	
	Will Perry	CJ Lynce	
	Robert Plantz	Karen Hunt	
	Elizabeth Sheehe	Elizabeth Smith	

The Board met in the Board Room of Westlake Porter Public Library. Elizabeth Sheehe called the meeting to order at 6:34 pm.

Ms. Sheehe welcomed Elizabeth Smith from Circulation.

Ms. Smith left the meeting at 6:36 pm.

Consent Agenda allows all items to be approved at one time having been reviewed prior to the meeting

- Regular Meeting Minutes: July 21, 2021
- Special Meeting: September 1, 2021
- Assistant Director Report
- Financial/HR Report
- Director Report

Kate Maver moved to accept the Consent Agenda as presented. Will Perry seconded the motion.

Ms. Sheehe asked for questions.

Will Perry stated he thought the Art Festival was a success and asked if there were any numbers to confirm this. The Director explained there were more than 2000 people, based on the number of bags handed out. The WPPL Foundation made roughly \$400 in profit from the sale of beer and wine. Overall, the Festival had roughly a \$7,000 profit and it was seen as a successful community event. This will be an annual event and the organizers are planning to add twenty more vendors/tents for 2022.

Bob Plantz asked about the PLF distribution. The Fiscal Officer explained this is largely a timing issue because of the change in income tax filing dates, we received a large portion of it in August.

All present were in favor.

New Business

Salary and Benefits Budget

The Fiscal Officer explained the Admin team spends a lot of time looking at long-term staffing needs and strategize on opportunities as they arise. The changes they were able to make in

2021 led to a one percent savings in the 2022 salary budget, staffing better fits our needs and people are where they need to be.

The Director explained the staffing model in Circulation previously had been a Department Manager and three full time supervisors sharing responsibilities. Many of their functions have become streamlined over the years which meant there was not four, full time managers worth of work. However, supervisors were still needed to help with unhappy patrons, distribution of work and work flows. By creating three part-time positions they are able to handle complaints and work distribution, leaving two full time managers to handle disciplinary situations, scheduling, timecards, hiring, reporting, etc. and makes the department much more flexible.

We are not having trouble maintaining staff. According to a salary study provided by NEO-RLS, we are right in line with other libraries.

Kate Maver asked if we still have student pages. The Fiscal Officer explained we no longer have student pages. The Director added we still have adult pages whose job it is to shelve.

Will Perry asked about the additional staff for maker space. The Director explained those positions were added in anticipation of a dedicated maker space position. We'll know more once the space plan is complete.

Benefits

The Library increased the amount it contributes to family coverage last year to 65%. Prior to that, we contributed 40% to family coverage, after contributing 90% for individual coverage. We would like to increase the amount we contribute to family coverage to 70%. Currently, the Library pays 90% of single coverage. We do not propose any changes to the contribution to single coverage.

When the Library moved to the Stark COG in 2020, only two coverage types were offered – Single and Family. Our prior health insurance plan offered four coverage types – Single; EE + Spouse; EE + Children; Family. As a result of the collapsing of the tiers, several employees experienced a large increase in their health insurance costs. To help offset these costs, the Library contributes a total of \$615 extra per month to four employee's health insurance costs.

By increasing the contribution to 70%, the Library will no longer need to contribute to three of these employees, since their cost per month will be ~\$10 lower than what they are currently paying. We will only have one employee who will continue to receive additional contributions from the Library for family coverage. The expected cost savings for an employee with family coverage is ~\$1,275 per year. Based on our current staff complement, this will cost the Library an additional \$5,600/ year.

As a result of increasing the Library's contribution to family coverage, we looked at the potential increase in costs if additional employees elected family coverage. If an additional three families joined the Library's health insurance plan with family coverage who currently do not have any health insurance coverage with the Library, it would cost the Library an additional \$53,000 per year. As a result of staffing changes made in 2021, we have reduced our health insurance costs by reducing the number of benefits-eligible positions. These changes give us flexibility to provide additional contributions toward family coverage for employees. In addition, by moving to the Stark COG plan, our annual increases are smaller than they would have been under our old plan, which also saves the Library money. The 2022 proposed health insurance budget includes the Library contributing 70% for family coverage, the addition of three families to our plan, plus \$10,000 to account for other changes to the staff on the plan.

Kate Maver asked if the Library contributes any part of dental coverage. The Fiscal Officer explained dental coverage has always been staff only funded.

Will Perry asked about the deductible for the COG plan. The Fiscal Officer explained deductibles will remain the same and the out-of-pocket maximum with the COG plan is significantly lower than the previous plan.

Bob Plantz expressed concern about the lack of dependent coverage for voluntary life insurance. The Fiscal Officer explained they have looked at additional coverage in the past but have not found a reasonably priced alternative. They will continue to check on alternatives going forward.

2022 Compensation System

Jennifer Darling moved to accept the 2022 Compensation System. Bob Plantz seconded the motion.

The Director explained no salaries have changed. The only change to the document is the removal of student pages.

All present were in favor.

Increase in Library contribution for health care to 70%

Bob Plantz moved to increase the Library contribution for family coverage to 70% effective with coverage beginning January 1, 2022. Kate Maver seconded the motion. Roll call vote followed: Jennifer Darling – yes, Kate Maver - yes, Will Perry – yes, Bob Plantz – yes, Elizabeth Sheehe – yes.

2022 Staff Positions

Kate Maver moved to approve the 2022 Staff Positions. Will Perry seconded the motion. All present were in favor.

Cuyahoga County PLF Agreement 2022

Kate Maver moved to accept the Cuyahoga County PLF Agreement 2022. Will Perry seconded the motion.

The Director explained the agreement divides the PLF for Cuyahoga County among the nine libraries based on an agreed upon formula based on a percentage allocation that is no longer relevant. The nine library directors meet at least once per year. The proposed agreement removes language that states a different formula would apply to any revenue that exceeds the 2007 base amounts. The PLF has not been near that amount in several years. This would simplify the agreement. The proposed agreement would be extended by one year and would form two committees. One would look at impoverished libraries receiving funds to supplement their budgets. The other committee would factor in Cleveland Public Library's collection and making the collection accessible to all libraries in the county.

All present were in favor.

Appoint Anne Shields as Assistant Circulation Manager (Level 400) and Alisa Sicker as Circulation Manager (Level 410)

Will Perry moved to appoint Anne Shields as Assistant Circulation Manager (Level 400) and Alisa Sicker as Circulation Manger (Level 4110). Bob Plantz seconded the motion. All present were in favor.

Reclassify Duane Gibson's position from Level 400 to Level 410

Will Perry moved to reclassify Duane Gibson's position from Level 400 to Level 410. Kate Maver seconded the motion.

This motion will be tabled for the October 20, 2021 meeting so Admin can look at the language in the Compensation Table.

Board Reports

Board President's Report

Elizabeth Sheehe asked about the Trustee search. Jennifer Darling reported we received seven applications and it is now closed. The committee will choose interview dates and interviews will be scheduled.

Ms. Sheehe asked the Board to consider a personal donation to the Foundation at any level they are comfortable with.

Adjourn

The meeting adjourned at 8:30 pm.

Recorded by: Karen Hunt, WPPL Sr. Administrative Associate	
Attested by:	
_____	_____
Elizabeth Sheehe, WPPL Board President	Jennifer Darling, WPPL Vice President