

LAKELAND LIBRARY COOPERATIVE
Personnel Committee Meeting Minutes
June 30, 2017
OFFICIAL

Members Present: Teresa Williams Krupar (Chair), Shirley Bruursema, Kelly Richards, Janice Williams

Staff Present: Sandra Wilson

Call to Order and Roll Call

The meeting was called to order at 9:12 a.m.

Approval of Agenda

Motion by Bruursema, second by Richards to approve the agenda. Motion carried.

Approval of the June 13, 2017 Minutes

Motion by Bruursema, second by Williams to approve the minutes of the June 13, 2017 meeting. Motion carried.

Cooperative Director Job Description Review

Motion by Bruursema, second by Richards to recommend the current Job Description, revised February 9, 2012, to the Lakeland Board with one change to remove “at will”. Motion carried.

TERMS OF EMPLOYMENT: Contract ~~and at Will~~.

During the discussion consensus was to have a Contract with the future Cooperative Director. The Committee will work on this at a future meeting.

Interim Director Discussion

This topic will be taken up at the next Personnel Committee meeting.

Bradbury Miller Associates Search Consultant Proposal

Motion by Bruursema, second by Richards to recommend to the Lakeland Board to approve the Bradbury Miller Associates search consultant proposal. Motion carried.

FY17-18 Budget Questions on Salary and Insurance Recommendation to the Finance Committee

Motion by Bruursema, second by Richards to recommend to the Finance Committee for the FY17-18 a salary of \$90,000 and family insurance coverage amount. Motion carried.

The salary and insurance amounts numbers may change before the September adoption of the budget. Wilson was requested to do a salary survey of the other ten Michigan Library Cooperative Directors.

For purposes of the FY17-18 budget consensus was to budget for the new Cooperative Director January 1, 2018 – September 30, 2018.

Consensus was to give two options to select from for the new Cooperative Director for retirement:

- Defined contribution (employer 7%)
- Defined benefit (employee 5%, employer 3.74%)

Next Meeting

The next meeting will be held on Friday, July 21, 2017 at 9:30 a.m. at Lakeland.

Adjournment

Meeting was adjourned at 10:25 a.m.

Submitted by, *Sandra Wilson*, Cooperative Director