

**LAKELAND LIBRARY COOPERATIVE**  
**Personnel Committee Meeting**  
**June 10, 2016 M I N U T E S**  
*OFFICIAL*

Members Present: Shirley Bruursema, Laura Powers, Janice Williams

Member Absent: Lance Werner (Chair)

Staff Present: Sandra Wilson

Note: In the absence of a Chair, it was decided to just take each agenda items in order and not have a person chair the meeting.

**Call to Order and Roll Call**

The meeting was called to order at 9:37 a.m.

**Approval of Agenda**

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

**Approval of the March 23, 2016 Minutes**

Motion by Bruursema, second by Powers to approve the minutes of the March 23, 2016 meeting. Motion carried.

**Dental/Vision Insurance – *Informational***

The insurance was renewed for June 1, 2016 to May 31, 2017. The increase for Lakeland's budget is \$274.65.

**Driver Wage Study**

The memorandum on "LLC Wage Assessment for Drivers" from Brian Mortimore, KDL's Human Resource Director, was discussed. He recommended that all positions and the Salary Plan needed to be looked at in entirety to maintain equity not just the Driver position. He also mentioned that any changes could impact what libraries pay in menu services to Lakeland. Wilson recommended that a wage study not be done at this time. The Committee members agreed.

**Personnel Costs for Changing 2-Day to 3-Day Delivery**

Motion by Bruursema, second by Williams to let the Cooperative Director determine what would be best. Motion carried.

Three options were provided (costs do not include operating costs):

- Option #1: Add two new 8 hours per week Saturday drivers and eliminate 10 hours of current sorting staff. Cost above current budget: \$5,444
- Option #2: Move 10 hours of current sorting time to Saturday driving, add 6 added hours to fill two 8 hours per week Saturday routes. Cost above current budget: \$8,503 (Note the cost is higher than two new 8 hour employees because current Sorter/Drivers are at a higher rate of pay in the Salary Step Plan, taxes are higher for the higher rate, and vacation leave is higher for a 28 hour person vs. an 8 hour employee requiring more substitute hours on Saturdays.)
- Option #3: Hire Same Day to do the two Saturday routes and eliminate 10 hours of sorting staffing. Cost above current budget: \$28,702

The Committee directed Wilson and Cross to meet with the current two Sorter/Drivers and see which of the two options (#1 and #2), they would select. In the future as staff changes occur Option #1 and #2 can be implemented depending on the needs at the time.

**Strategic Plan Action Plans – Proposed Timeline**

Motion by Powers, second by Williams to make Wilson’s proposed changes to the timelines for each of the actions in the Action Plans and to change the Education Action Plans from 10/1/16 to 10/1/17.. Motion passed.

Three groups of Board members met independently of one another for Governance, Services and Education/Advocacy. The majority of the Action Plans from the Board sub-groups listed between May 2016 and October 2016 for completion. Since the Strategic Plan will not be adopted until August 2016 any dates before would not be met. Wilson also proposed expanding some dates to accommodate when LLC Committees normally meet, the requirements for approval of changes to the Plan of Service and to spread out the actions over three years.

**Adjournment**

Meeting was adjourned at 10:50 a.m.

Submitted by, *Sandra Wilson*, Cooperative Library Director