

**LAKELAND LIBRARY COOPERATIVE**  
**Personnel Committee Meeting Minutes**  
**June 13, 2017**  
*OFFICIAL*

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

Staff Present: Sandra Wilson, Terry Cross

**Call to Order and Roll Call**

The meeting was called to order at 9:04 a.m.

**Approval of Agenda**

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

**Approval of the September 19, 2016 Minutes**

Motion by Bruursema, second by Richards to approve the minutes of the September 19, 2016 meeting. Motion carried.

**Director's Report**

Sandra Wilson, Cooperative Director, gave notice of her plans to retire. Her last day will be August 31, 2017.

In order to have a recommended replacement process prepared for the Board's review at their July 13, 2017 Board meeting, a Personnel Committee meeting was scheduled for June 30, 2017. Wilson will work with Krupar in developing the agenda for the June 30, 2017 Personnel Committee meeting.

**Priority Health Small Group Medicare Option for January 2018**

Motion by Richards, second by Bruursema to recommend to the Lakeland Board that the Priority Health Small Group Medicare Option be added as a health insurance option to Lakeland staff effective January 1, 2018. Motion carried.

Under Lakeland's current small group plan, employees turning 65 must sign up for Medicare as it becomes their primary insurer. Currently, if the employee who is turning 65 wants to keep a spouse who is under 65 on the group plan, the employee cannot opt out of the current plan and the rates stay the same. Under the Priority Health Small Group Medicare Option, the employee and spouse can remain under the group plan at a reduced price for both the employer and employee.

**Wage Assessment Study and Annual Raises**

Motion by Richards, second by Bruursema to recommend to the Lakeland Board that the Cooperative Director perform a wage analysis of similar jobs in the area as opposed to engaging in a Special Wage Assessment. Motion carried.

The last wage assessment was done in 2008-2009, however, the consensus of the members was that Lakeland employees are receiving wages that are comparable to those in similar jobs in the area. Also, performing the wage analysis should be a manageable task considering the small number of employees currently employed at Lakeland.

Motion by Richards, second by Bruursema to recommend to the Lakeland Board that Lakeland staff receive a 2% pay increase effective October 1, 2017. Motion carried.

**Strategic Action Plan: Director's Evaluation**

The Committee will investigate the LLC Director's evaluation process and Director's evaluation form. The investigation will begin at a subsequent meeting where the goals and objectives of the position and example evaluation forms will be reviewed.

**Next Meeting**

The next meeting will be held on Friday, June 30, 2017 at 9:00 a.m. at Lakeland.

**Adjournment**

Meeting was adjourned at 10:20 a.m.

Submitted by, *Terry Cross*, Cooperative Business Manager