**MINUTES**

**LELAND TOWNSHIP PUBLIC LIBRARY**

**BOARD OF DIRECTORS MEETING**

**November 26, 2018**

**Board Present:** Berkley Duck, Georgia Rivers, Bret Crimmins, Powell Smith, Robert Soutas-Little, Laurie Lisuk

**Board Absent:** None

**Staff Present:** Mark Morton

**Friends:** None

**Public:** None

Berkley Duck called the meeting to order at 9:00 a.m. in the Munnecke Room.

**Minutes**

On motion duly made and seconded, the minutes of the meeting held October 22, were approved.

**Financial report**

Mark reviewed the financial report included with the meeting materials. He noted that the 61000 accounts reflect an adjustment for the Township utilities reimbursement. A question was raised regarding Line 164, which Mark will investigate.

**Director’s report**

Mark reviewed his written report included with the meeting materials. In response to a question, he said that the amount of the Friends support for Library operations was a blend of Library requests and Friends initiatives, along with the distribution specified in the Memorandum of Understanding with the Friends. The Board approved closing the Library on December 24 and 25.

**Needs assessment**

Berkley reviewed the form of contract with Quinn/Evans Architects included with the meeting materials for the services related to the needs assessment. On motion duly made and seconded, that agreement was approved and the President was authorized to sign it on behalf of the Library.

**Health insurance plan**

There was a general discussion of the proposal from Rick Labian of National Insurance Services for the Library’s participation in the health plans offered through the Michigan Library Association consortium. The Board then participated in a conference telephone call with Mr. Labian for the purpose of clarifying the proposal, in which the following points were made:

* Each library participating in the plans can select its own plan design and rates.
* A plan can cover only one employee.
* Employees can be covered under different plans, and plan coverage can differ among employees based on job classifications, scope of responsibilities, hours worked or other terms of employment.
* Health Savings Accounts may be funded by either the Library or the employee, but only under those plans designated as “HSA” plans.
* The HMO plan options require that the participant designate a primary care physician, who then directs all referrals and care.
* Under the non-HSA plans, the copays apply without having to first meet the deductible; under the HSA plans, all expenses are paid out-of-pocket until the deductible is reached.
* HSA accounts may be used only for health care expenses prior to age 65, but unused balances carry over from year-to-year and may be withdrawn from the account for any purpose after age 65 as taxable income.
* Employer contributions toward premium costs may cover only the employee and not dependents.

The conference call then ended and, following further discussion that included a review of the proposed budget for FY 2020 included with the meeting materials, on motion duly made and seconded, it was determined that for calendar year 2019 –

1. The Library’s full-time employees will be offered the opportunity to participate in the plan of their choice among the options presented by the MLA, and
2. The Library will allocate $700 per month to the Director and $500 per month to the Circulation Clerk, to be applied to either (a) premium expense related to one of the plan options, (b) deposit in a Health Savings Account (if an HSA-eligible plan is elected), or (c) taxable compensation, in such proportions as the employee may determine.

It was noted that plan elections must be made by the end of the week. Mark will meet with Jake to explain the available options.

Mark was excused and, on motion duly made and seconded and unanimously approved by a roll call vote, the Board went into a closed session to consider periodic personnel evaluations of staff members. At the conclusion of the discussion, on motion duly made, seconded and unanimously approved, the closed session was ended and the meeting was adjourned.

Approved:

Robert Soutas-Little, Secretary