

Western District Library Board Minutes
Special Meeting
April 13, 2020

Call to Order

The meeting was called to order at 6:35 pm by President Jan Gustafson. Those present on the Zoom call were Kathi Parrish, Rod Ward, Julie Abbott, Jeanine McGaughy, and Susan Routt. Also on the call were Director Jennifer Ryder and staff members Sandy Mizen, Georgia Veyette, Leslie Zwicker, Marjorie Martel, and Nancy Brandt. Community member Leigh Ann Cloud was on the call as well. Absent was board member Candace Swihart.

Swearing in for New Board Member

Jan administered the oath of office for Susan Routt, appointed to serve for remainder of Maryan Wherry's term of office. Jen will obtain Susan's and Jan's signatures on the Oath of Office form as required.

Public Comments

Nancy Brandt had sent an email to Jennifer, in which she suggested that the board vote to re-open the library as soon as the Illinois stay-at-home order is lifted, even if schools remain closed beyond that date.

February 24 and March 16 Minutes

February meeting minutes were reviewed, along with those from special meeting (to determine protocol in response to COVID-19) on March 16. No corrections noted. Rod moved to approve February minutes as presented, Julie seconded. Voice vote taken, approved. Julie moved the March minutes be approved as presented, Rod seconded. Voted and approved.

Director Search

Of the six applicants for the Director position, only one was sufficiently qualified to merit an interview with the personnel committee. She impressed the committee enough that they offered her the position, but she declined. Jan asked for feedback on her reason(s) for not accepting the offer, and she was willing to share that (1) she realized that, as a new graduate degree recipient, she doesn't have any supervision or administration experience, so felt underqualified, and so will only apply for positions in larger libraries where she can learn more before taking on those responsibilities, and (2) she would need health insurance and a retirement plan. Given that information, Jan and Sue researched available insurance and retirement options for potential candidates who may have such needs, as follows:

- WDL is not eligible to provide a group health insurance plan, with only one full-time employee. Sue inquired of Village of Orion and school district whether they would allow library to join their plans, but both said no.
- Alternative for health insurance would be to offer payment of set amount or percentage to director, who would then go to health care marketplace to acquire coverage or WDL board could help director set up an HSA plan.
- Options for retirement plan include
 - (1) SIMPLE IRA, with no administration costs for WDL. All employees earning >\$5,000/year are eligible after term of employment determined by WDL (up to 24 months), with WDL matching employee deferrals up to 3% of salary. Jan's financial advisor recommended using Vanguard, with one of the lowest internal fees of any provider.
 - (2) Roth or traditional IRA, with WDL giving the director an "allowance", which he/she would then contribute to an IRA that they could set up where ever they choose.
 - (3) 457(b) plan is prohibitively expensive for WDL.
 - (4) IMRF costs would likely increase every year, based on information from Jeff Stafford, Director of Coal Valley library. Current contribution rates are 4.5% for employer, 7% for participants. Once in, organization must stay in. Library can levy for funding; cost increases allow the fund to remain solvent, but when investment returns are down, cost would almost certainly increase to compensate. Given the current state of the market, this will undoubtedly be a significant increase, per Jeff.

Board members discussed various options. Personnel committee is rewriting the job posting to include full- or part-time, to hopefully broaden the candidate pool; will also likely include wording something like "salary negotiable commensurate with experience", which will enable consideration for benefits suited to the candidate while staying within desired salary range.

Interim Director Appointment

In the event that Jennifer's departure as director takes place before a new director is hired, an interim director needs to be appointed. Jan Meier served in this role once before, but isn't interested in doing so again. Jan asked Leslie Zwicker, and she agreed to fill in if needed, with responsibilities to include paying bills, handling email, and payroll admin. Rod moved to approve this interim appointment, Julie seconded. Voice vote, approved.

Staff Pay throughout Library Closure

Currently WDL is closed through April 30, in compliance with State of Illinois stay-at-home order. Board discussed extending continuation of paying staff for as long as state order remains in place. Decision was reached to pay staff until the board meeting on May 18 and re-evaluate situation at that time. If state order is lifted before then, staff will resume working when it is deemed safe to do so. Jeanine so moved, Kathi seconded. Voice vote, approved.

Internet/Phone Reimbursement

Jen shared with the board that the state requires reimbursement to employees who are required to use personal internet or phone for business while working from home. Generally this allowance is \$20/month for full-time, \$10/month for part-time employees. Since she has asked staff members to complete some online education and anticipates there may be more (related to necessary steps to prepare library facility for public access again), she asked for board's approval for a form she will prepare for this purpose. Board discussed, determined this is appropriate. Kathi moved to approve this provision, Jeanine seconded. Voice vote, approved.

April Board Meeting

Next meeting will be conducted through Zoom, as state order will still be in place. Board members expressed desire to be able to use video, so we can see one another. Jen will enable that feature, as security concerns have been somewhat alleviated in Jen's research.

Closed Session.

No closed session.

Other Business/Future Agenda Considerations

Jan recommended that the long range planning committee meet in the near future, so that will be scheduled.

Rod moved to adjourn, Julie seconded. Meeting adjourned.

Respectfully submitted,
Kathi Parrish, Secretary