

# **JEFFERSON COUNTY LIBRARY DISTRICT BOARD OF DIRECTORS MEETING MINUTES**

April 25, 2006

**PRESENT:** Marie Glenn, Stephen Hillis, Susan Stovall, Leslie Weigand.

**STAFF:** Sally Beesley

**VISITORS:** Shannon Sjoland

Susan Stovall, called the meeting to order at 4:35 P.M.

## **Insurance**

Shannon from The Insurance Mart was present to explain the new health insurance and HSA (Health Savings Account). Main points made were: Less expensive policy means deductible of \$2600 and no dental or vision insurance. Money put into an HSA account would cover medical needs not covered with the health insurance. The maximum amount allowed in the HSA cannot exceed the annual deductible. The library board decides how much to put into the HSA. Money put in an HSA can be contributed by the employee or employer but may not exceed the deductible amount. The money not used in the HSA, rolls over to the next year. If there is money in the HSA when the employee retires, the employee can still use that money for medical expenses not covered by Medicare.

It was moved Hillis/Weigand to accept new insurance plan and put the maximum amount allowable into the HSA for the coming fiscal year.

## **Wages**

After discussion on wages for employees, it was decided that for budgeting purposes a \$9000.00 increase for employee wages was appropriate. This amount is intended to cover a cost of living increase for all employees as well as a wage increase for library assistants who at the present time are not as well compensated as they could be for the level of expertise necessary in the work they do.

## **Other Proposed Budget Issues**

After studying the documents provided by the library accountant, Mick Knobel, it was decided that it would also be helpful for the budget committee to see a document that reflected actual monies spent for the current year as well as the budgeted amount. It was recommended that the Change In Budget column reflected the change between the current year and the proposed budget instead

of the change in budget between the current year and the last year (2004-2005). A short explanatory notice to the right of each line would also be helpful. This notice would inform the budget committee such things as what the money is for, why this amount was chosen, or any other pertinent information that would be helpful. This notice will most likely not be necessary for every line as many are self explanatory.

Beesley explained changes in current proposed budget. These changes reflect suggestions made by Candi Fronk to Mick Knobel. A beginning fund balance line was added to the document to more accurately reflect the revenue available. Grants currently in place were also listed under revenue so the amounts would roll over into the coming year's budget. Knobel and Fronk also recommended that the contingency fund be raised to make funds available for unforeseen circumstances. It isn't expected that the contingency funds would be used, but if budgeted, it would give the library better options for unexpected expenses. Use of contingency funds would need to be approved by the board. The board agreed that increasing the amount in the contingency fund was a good idea. Beesley will include that increase in the budget proposal.

Beesley will also get exact Insurance figures and have these reflected in the budget proposal.

### **Director Evaluation**

Board evaluations of director were given to Stovall and Weigand who will get together with Beesley for a formal evaluation. Stovall/Weigand will then report to the board on the evaluation.

The possibility of having the staff evaluate the director using monkeysurvey.com was also considered. Stovall and Weigand will meet on this and make a decision as to whether to implement this option or not.

### **Annex Use Policy**

The importance of following and enforcing the annex use policy was discussed. It was decided that the policy should be reworded to more accurately define chaperoning of minors. Stovall and Beesley will work on the wording of the policy and present this at the next board meeting for approval.

Meeting was adjourned at 6:55 PM.

*Respectfully submitted,  
Sally Beesley  
Clerk of the Board*