

Present: Phil Anderson, Evette Atkin, Dorothy Cherry, Gayle Clover, John Rucker, and Jeanne Berg (Acting Secretary)

Discussion of 2013 budget resulted in these recommendations:

1. Reduce additional hours at the Coldwater Branch (in place of current proposed budget of closing Wednesdays and opening Mondays at 1 P.M.). Hours would be set at:
 - Monday 10 – 7
 - Tuesday 10 – 5
 - Wednesday 10 – 5
 - Thursday 10 – 7
 - Friday 10 – 5
 - Saturday 11 – 3

This would be a reduction of 6 hours a week, saving an estimated \$20,280.

A motion is required to change these hours.

2. Eliminate pay to all hourly staff for the 10 Holidays currently paid to eligible staff for 2013. Library would still be closed those days, saving an estimated \$14,800.

A motion to amend the Personnel Policy manual would be required to enact this cut.

Existing Policy—Part IV Fringe Benefits, Section E Holidays (Page 15):

E. HOLIDAYS

1. The BDL Board sets the holiday schedule each year.
2. The following holidays shall be paid to all employees regularly scheduled to work 21 hours per week or more, and to all other employees scheduled to work those holidays.
 - New Year's Day
 - Good Friday
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Day after Thanksgiving
 - Christmas Eve Day
 - Christmas Day
 - New Year's Eve Day

Recommended change: Change #2 above to:

2. These holidays are not paid holidays.

3. Eliminate pay to part time staff for the 3 personal days paid to eligible staff for 2013, saving an estimated \$3870.

A motion to amend the Personnel Policy manual would be required to enact this cut.

Existing Policy—Part IV Fringe Benefits, Section E Holidays (Page 15):

3. Floating holiday allowance is three (3) per year, pro-rated as follows:
 - 40 hours = three 8 hour days
 - 26 hours = three 5 hour days
 - 21 hours = three 4 hour days

Recommended change: Remove #3 above and all mentions of “Floating Holidays” in the Manual.

4. Eliminate mileage for substitutes. Currently, the policy is not specific on the issue of substitutes.

A motion to amend the Personnel Policy manual would be required to make this change.

Existing Policy—PART III Provisions for Staff Convenience, Section K Mileage Reimbursement (Page 10):

Employees who are required to work at a location other than their regular assignment or engaged in approved errands will be reimbursed for mileage from their regularly assigned site. Employees who volunteer for extra hours at another location are not eligible for mileage for those trips. Mileage reimbursement is requested on the "Expense Reimbursement" Form. Mileage reimbursement is paid at the current IRS rate.

Recommended change: add the following sentence to the above paragraph: “**Employees who are not permanently assigned to a particular branch do not receive mileage reimbursements.**”

5. Change original recommendation of four furlough days where all library locations would be closed to three furlough days (the Saturdays before Easter, Memorial Day, and Labor Day), saving an estimated \$1,554 All branches will be open the Saturday after Thanksgiving holiday.

A motion is required to create these furlough days.

6. Authorize \$250 to set up a Health Savings Accounts for each Salaried and Full-time Hourly staff currently receiving BCBS health insurance.

A motion is required to set up these HSA accounts and deposit the funds into them.

7. Cut book budget by 50% from 2012 levels. Reduce audiovisual budget by \$4,000. Both of these cuts affect Coldwater Branch only, as minimum combined branch book budgets are set in the plan of service at \$21,000. These cuts are reflected in the proposed budget.
8. Reduce Office/Operating Supply budget by additional \$2,000. This is reflected in the proposed budget.
9. Cut training budget by additional \$2,000. This is reflected in the proposed budget.
10. Reduce current Utility proposed budget by additional \$2,000. This is reflected in the proposed budget.

Submitted by,
Jeanne Berg
Acting Secretary