

The BDL Personnel Committee met at 6pm on December 8, 2025. Present were all three Committee members, Ben Jewell, Bob Hostetler, and Sue Smith. Also present was John Rucker.

The meeting was called to discuss changes to retirement contributions for staff. Rucker pointed out that for two of the contracted staff, the dollar-amount contributions in their contracts would be lower than the 3% budgeted for hourly staff next year. The Committee recommends moving the contracted staff to a tiered percentage basis for contributions. Additionally, the committee recommends adding to the contracts for the Assistant Director and Director of Public Services the same technology allowance that is in the Director's contract.

Moving on to the new 3% matching retirement contribution for hourly staff, after discussion the Committee recommends that the library conducts a look back at wages and amounts contributed by participating eligible hourly employees at the end of each quarter. The Committee recommends that to be eligible for the match an employee should work at least 20 hours per week on average and have been with the library for at least one year.

The Committee also recommends that there be a vesting period, with an employee being 50% vested after 5 years of employment with BDL, and 100% vested after 10 years.

Director Rucker sent the above recommendations to the library's labor law attorney at Foster Swift, Karl Butterer, for review and to receive proper wording to include in our *Employment Handbook*.

There is no action required at this time by the Board. Draft recommendations for contract and *Handbook* changes will be in a future meeting after we have heard back from Mr. Butterer.

Submitted by John Rucker