

# **Mid-Michigan Library League**

## **Director's Report**

### **August 2015**

#### **Internal ~**

##### Office organization:

I was able to get a Baker College intern (Jessica Hamilton) for the summer semester. She has been extremely helpful in assisting with the organization of the MMLL office. She has organized the office supplies, storage areas, and equipment, and I asked her to save aside all equipment and supplies that we do not need here and make a spreadsheet so we can offer it out to the membership. She did an excellent job, providing photos of the items right in the bid sheet that we have now sent out and posted on the website. So far, we have sold \$50 worth in only one transaction, so I think this will have been worth the effort. Remaining items will be donated.

##### Filing project:

The other major project for our intern has been to take files from various places in the office and review all of them to determine if they need to be kept per the retention schedule or if they can be recycled if they are no longer salient. After she makes the sorted piles, I am checking her work prior to purging any files. This is a huge job that will be ongoing for several months, and I hope to have another intern in the future. There are electronic files that need the same process so that we are able to pull up information and records that we need in an efficient manner, especially for audit purposes.

##### Insurance:

I have met with several insurance agents to shore up our policies and understand the premium costs for the coming year. The health insurance choices have been provided by Courtney Box of Weadock & Assoc., who lives in Cadillac and will be at our August 27<sup>th</sup> Board meeting to field any questions. She has quoted several policies for healthcare and also dental and life/AD&D/STD/LTD. The Aflac agent has given me updated information on supplemental policies and cafeteria plan offerings. Then there are the policies for the business aspect: worker's comp and employer liability, commercial property coverage and commercial liability, and directors and officers management liability. I found out that we have been paying double for the dishonesty bonding through another company, CNA Surety, and have cancelled that policy for the new fiscal year.

##### Personnel:

The Personnel Policy Manual was approved at the June 29<sup>th</sup> Special Board meeting with some edits. The previous policy under which Jack Sheehan was hired allowed for him to get sick time payout (he has 940 hours/117.5 days accumulated). The policy said: "Such Full-Time Employees are eligible to the complete package of benefits, including health and life insurance, vacation and sick leave, paid holidays and a retirement plan" and "Upon being fully qualified for a regular retirement allowance, a deferred retirement allowance or early retirement allowances or upon death; an employee will be entitled to compensation for accumulated sick leave of seventy-five percent of the first one hundred twenty days and fifty percent of the next sixty days. A maximum of one hundred eighty days may be accumulated and reimbursement will be at the employee's current annual pay." So, I recommend that the Board grandfather Jack on some level of payout of sick time, as the new policy has no dispensation for this. The other decision is whether or not MMLL pays for Jack's spouse's health insurance. The new policy covers just the employee.

The Finance Committee is recommending that we hire the bookkeeper instead of having her on contract. I have reflected this change in the draft budget. The insurance for bonding her would cause the premium to raise. The Committee also discussed bringing the account reconciliation and report

generation in-house, performed by the part-time bookkeeper. Currently, the approved Personnel Policy Manual does not address part-time workers. At four hours per week, I would not recommend any benefits, other than possibly pro-rated holiday pay and sick time.

Finally, I have two requests of the Board that concern me personally. When I signed myself on to the MERS system, our agent made me aware of Act 88 of 1961, which, if a supportive Board resolution is made, would allow my years of other government work (13 years at the Library of Michigan) to be counted toward my vesting in the plan. There is a list of governmental units that have filed these Board resolutions included in the Board packet, as well as the draft resolution. Also, I would like to request payment for the time I took off of payroll the first week of August. I had not mentioned the vacation, as it was planned for after my interim position was to end. I expected to be able to negotiate when I was offered the permanent position, but since there had been no dispensation for that, I am requesting to be made "whole" with restored pay for those four days and not have it affect the vacation earned after I am here for six months. I greatly appreciate your consideration on both these issues.

### **External ~**

#### **MLIS Scholarships:**

I am very pleased that our cooperative is now being offered the scholarship opportunities that had been piloted with the Suburban Library Coop. We had given feedback and a letter of interest to Stephen Bajjaly, assistant dean and professor for the library and information science program, and now our members have the opportunity to apply for these tuition scholarships for a library degree.

#### **Fall/Winter training offerings:**

I have sent out a quick survey to make sure I plan the kind of trainings that MMLL member library staff need and want. I am asking what people are willing to drive for, and how far, and what days of the week to avoid, and whether or not webinars and self-paced trainings are serving their needs. I have two staff from Library of Michigan ready to come for workshops on MeL and on data usage and report generation with charts, etc.

#### **Visits and group meetings:**

I have been visiting member libraries one day every other week, on average, and so far I have been to about twenty of the forty-five. These visits are to familiarize me with each member library and to ask about what support needs each one has. In addition, I have attended group meetings for groups 1, 2, 6, 7, 8, and 9, and have had several interactions with group 5 (Cadillac-Wexford Public Library), group 4 (Manistee County Library) and have been to each of the group 3 libraries and had discussions with Grand Traverse County library staff.

#### **Technology:**

My offer to MMLL member libraries is to assist as I can with technology and getting everyone onto MeLCat. We have 4 un-automated MMLL member libraries, 3 not on RIDES, and 19 not on MeLCat. In addition, I have information on the distance from each member library location to the Merit fiber lines, and with the Connect Michigan maps, we can garner the distance to the other providers' fiber lines. I would like to make an E-rate request for proposal (form 470) on behalf of whatever MMLL member libraries are interested in improving their telecommunications, so that will be a project for this winter.

Respectfully Submitted,

*~ Sheryl*

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