

Chester Public Library
Board of Trustees Meeting
November 27, 2018
Call to order 7:22pm

I. Call to Order
Present - M. Jagos, Tom McKnight, Kerry Cambria, Aurora Robson-Coles, Caren Riegelhaupt, Cindy O'Connor, Tony Dicom.

II. Visitor Comments
n/a

III. Approval of Minutes

-C. Riegelhaupt made motion to approve the minutes. K. Cambria seconded. Motion passed 4-0.

IV. Correspondence
n/a

V. Disbursements

K. Cambria checked September & October disbursements.

-T. McKnight made motion to approve disbursements from October and November. K. Cambria seconded. Motion passed 4-0.

VI. Treasurer's Report

There were 2 large expenses in Oct RCLS for \$6786.99 and the Newsletter for \$4346.00. The income was \$2286.00. Our balance sheet has gone down this month. There was an approximately \$1000 difference between October balance sheet and the one reflected in our QB. This has been outstanding since March of 2018. The money was supposed to go from our Capital Acct to our Operating Acct and then to our DEC Account but the transfer was not done properly. T. Dicom cleared it so that QB and our bank account are balanced now.

We had a conversation about the expense of the Newsletter and if there is any way to reduce the cost by eliminating any of the printed copies and moving over to digital. It was discussed that there is no way to allow people to sign up for digital copies of the newsletter at this time, due to the way the printing and bulk mailing services are provided.

It was discussed and determined that most likely we will need to open another bank account to exclusively handle payroll, which is done bi-weekly. M. Jagos requested T. Dicom look into opening another account.

Using Paychex for the 13 CPL employees will be roughly \$142.25 per month, (approx \$4000 per annum). M. Jagos is determining the best option for how to proceed with the various options for customizing Paychex to work for CPL. T. Dicom expects handling payroll accounting to take approximately 1-2 hours biweekly.

There was some discussion about how the Town will handle CPL paychecks until the beginning of 2019 so that the Library can be ready to pay employees and without a lapse over the transition.

There was some discussion about how to potentially adjust the library budget so it is less confusing in terms of EZPass and other items that aren't essential parts of the basic library operations rather additional services

provided (EZPass, DEC, Passport). The way they are accounted for now makes them often to show up in red. T. Dicomio will extract those “additional services” from the main body of the budget but include them as a subcategory of “non budgeted” items so it will show up in the expenses but not as red lines.

We also discussed the need to integrate all the extra items that the Library will be responsible forthcoming (maintenance, cleaning etc...) due to the 414.

-T. McKnight made the motion to accept the Paychex proposal. C. O'Connor seconded. Motion passed 4-0.

-C.O'Connor made a motion to open a 4th account for CPL to handle payroll with the minimum amount required to open it, funds coming out of Capital Funds. A. Robson-Coles seconded. Motion passed 4-0.

-A. Robson Coles made motion to approve Treasurer's Report. K. Cambria seconded. Motion passed 4-0.

VII. Director's Report

*In lieu of the heavy agenda for tonight resultant of our successful 414 vote, there is no separate Director's report.

VIII. Old Business

- Building lease update

T. McKnight has been in contact with the Town about the Lease which should be ready for our next meeting with the requested revisions. M. Jagos is looking into securing an architect to help with the remodel of the basement.

IX. New Business

- Chapter 414 voting results

The vote went in our favor and was a 60/40 split. 2650 voted “Yes”, and 1825 voted “No”.

- Community and Meeting Rooms Policy – new

A few minor edits about the policy were addressed, a new revised version will be made available and added to the google drive once they are in place. The new policy will include a revision regarding not allowing drugs, no use of “Sterno” due to open flames, and clarification on use and availability of kitchen / cleaning supplies. We also discussed making sure the library is protected in the event of any damages with a hold harmless and/or insurance adjustment made to the policy.

- Credit card policy – new

-T. McKnight made motion to approve the cc policy, C. O'Connor seconded. Motion passed 4-0.

- Paychex Proposal

(Addressed within the Treasurer's Report section of our meeting.)

- NYSHIP enrollment

Currently, it stands that anyone hired after 2000 pays 5% of the premium cost for individual coverage. This amounts at \$16.65 per paycheck. As insurance rates go up the amount the employees are responsible for drops down. M. Jagos is requesting to make some changes to the Health Insurance for the Library employees. Til now, CPL has been required to provide COBRA for eligible enrollees. The current coverage is very complicated in terms of how it works with the Town. Depending on when you were hired, the Town determined the amount

of insurance coverage. In 2000 enrollment was capped at \$1.45 per individual per pay check. The family rate was capped at \$4.55 per paycheck. Current employees will likely keep their insurance.

-Current employees

M. Jagos is proposing that the 3 full time employees who have been receiving insurance under the Town's policy maintain their insurance benefits.

-Buy out employee

There is one full time employee who has been taking an insurance buy out at half of the family rate per month. The Board proposes to cap the benefit for the buy out at the rate received in 2018.

-New employees starting as of Jan 1st, 2019

All new employees will pay individual coverage, the library will cover 75% and individuals would contribute the remaining 25%. There will be no cap moving forward. For dependent coverage of employees qualifying for family insurance, the library will cover 65% and the employees will be responsible for the remaining 35%. Library retirees hired as of or after Jan 1st, 2019 will maintain their insurance benefits.

RESOLUTION ELECTING PARTICIPATION IN NYSHIP *(continued next page)*



Department of Civil Service

NYS DEPARTMENT OF CIVIL SERVICE
RESOLUTION ELECTING PARTICIPATION
NEW YORK STATE HEALTH INSURANCE PROGRAM
PS-500 (Rev. 4/16)

At a meeting of the Board of Trustees
(local legislative body*)
of the Chester Public Library State of New York,
(name of employer)
held at The Chester Public Library, New York, on November 27, 2018
(place of meeting) (date)
Thomas McKnight, Board President offered the following Resolution:
(name of introducer)

*RESOLVED that the Board of Trustees
(local legislative body*)
of the Chester Public Library
(name of employer)

of the State of New York elects to participate as a participating employer in the New York State Health Insurance Program and to include in such plan its officers and employees and to include in (exclude from) such plan its retired officers and employees, subject to and in accordance with the provisions of Article XI of the Civil Service Law and the Regulations governing the New York State Health Insurance Program, as presently existing or hereafter amended, together with such provisions of the insurance contracts as may be approved by the President of the Civil Service Commission and any administrative rule or directive governing the plan.

STATE OF NEW YORK)
) ss:
COUNTY OF Orange)

I, Aurora Robson-Coles
(name of clerk)
Board of Trustees of the Chester Public Library
(local legislative body*) (name of employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such Board of Trustees, at a legally convened meeting
(local legislative body*)

held on the 27th day of November 2018 on file as part of the minutes of such meeting and that the same is a true copy thereof and the whole of such original. I further certify that the Board of Trustees has appropriated \$78,243.00
(local legislative body*)

dollars for the purpose of paying the employer's costs including administrative charges levied by and payable to the State of New York on account of the coverage of such officers and employees (and retired officers and employees, if applicable) and their dependents in the plan.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of the
Chester Public Library
(name of employer)

on this 27th day of November, 2018
(signature of clerk)

*THE RESOLUTION ELECTING PARTICIPATION MUST BE ADOPTED BY THE LOCAL LEGISLATIVE BODY AND BE APPROVED BY ANY OTHER BODY OR OFFICER REQUIRED BY LAW TO APPROVE RESOLUTIONS BY SUCH LOCAL LEGISLATIVE BODY.

-C.O'Connor made a motion to accept the resolution for NYSHIP, K. Cambria seconded. Motion passed 4-0.

-C. O'Connor made motion to accept the resolution of the adoption of the deferred compensation plan. K. Cambria seconded. Motion passed 4-0.

-T. McKnight made the motion that the Board of Trustees is taking on the responsibilities for reporting the NYS Retirement benefits to the state. A. Robson Coles seconded. Motion passed 4-0.

X. Town Board Meeting Report

n/a

XI. Board Comments

n/a

XII. Executive session 10:23 - 10:35

T. McKnight made motion to go into executive session for a personnel matter. C. O'Connor seconded. Motion passed 4-0.

-Personnel

matter

discussed

XII. Adjournment 11:07

-T. McKnight made motion to adjourn. K. Cambria seconded. Motion passed 4-0.