

Berkeley Public Library
Policy & Personnel Committees - Meeting Minutes
July 24, 2024 5:30pm

1. Call to Order, Roll Call, and Declaration of Quorum

The meeting was called to order by Chairperson DeFord at 5:32pm.

Present: Trustee Villafana, Trustee Ditchfield, Trustee DeFord, Assistant Director La Barbera, Director Cox.

2. Review and Discussion: Personnel Policy

The Library's existing Personnel Policy was reviewed.

Section #601 – Insurance: *the library currently uses LIMRICC for health insurance. Alternatives were discussed, as well as the timing of changing to another insurer. The committees agreed that the language specific to LIMRICC should be removed from the policy to allow library administration the option to change insurers in the future. Existing policy also stipulates that health insurance is only available to full-time employees with a cost share of 75/25 (library/staff). The committees agreed that moving to another insurer that allows part-time employee coverage should be considered, and that the policy should be modified to facilitate. Pending review by the Finance Committee, the cost share for part-time staff is to be set at 25/75 (library/staff).*

The concept of offering qualifying staff cash in lieu of health insurance was briefly discussed. While it may be an option to consider in the future, it was decided not to add this to policy at this time.

Section #605 – Sick Leave: *the annual benefit of various employee classifications was discussed. At question was the amount of benefit (18 hours annually) for part-time staff working 20 or more hours a week. At present, that number of hours frequently amounts to two or three work days for affected staff, whereas staff in other employee classifications have benefits that equate to or near one work week. Library administration is to prepare a revision to the 20 or more hours classification, as well as supply a rough estimate of the total number of hours and cost to library for such a change.*

3. Adjournment

The meeting was adjourned at 6:18pm.