



Great River Regional Library
1300 W. St. Germain
St. Cloud, Minnesota 56301
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Library Board of Trustees Personnel Committee Meeting
Tuesday, July 13, 2010 -- 6:30 p.m.
St. Cloud Public Library

1. Call to Order
2. Adoption/Amendment of Agenda
3. Approval of Minutes from June 15, 2010, Personnel Committee Meeting
4. Policy 4F. Insurance and Retirement Benefits (Requested Action – Approve)
5. Policy 4H.2 Deferred Compensation Plan (Requested Action – Approve)
6. Policy 4H.3 Health Care Savings Plan (HCSP) (Requested Action – Approve)
7. Next Meeting – September 14, 2010 at 6:30 p.m.
8. Adjournment

**GREAT RIVER REGIONAL LIBRARY
PERSONNEL COMMITTEE MINUTES
June 15, 2010**

A meeting of the Great River Regional Library (GRRL) Personnel Committee was held Tuesday, June 15, 2010. The meeting was called to order at 6:32 p.m. by Robert Hare.

Members Present:

Robert Hare
Louise Kuester
Gerald Ruda
Pat Sawatzke
Vince Schaefer

Members Excused:

Bernice Berns

GRRL Staff Present:

Brandi Canter
Mic Golden
Sunny Hesse
Janie LaBree
Michele Monson
John Pepper
Karen Pundsack
Jay Roos
Kirsty Smith
Linda Treb
Patricia Waletzko

GRRL Staff Excused:

APPROVAL OF AGENDA

Pat Sawatzke moved to approve the agenda. Motion seconded by Louise Kuester and carried unanimously.

APPROVAL OF MINUTES

There was no Personnel Committee meeting in May.

DATA PRIVACY POLICY

Gerald Ruda made a motion to approve the Data Privacy Policy with the following changes:

- First word in second to last paragraph change from "Inquires" to "Inquiries."
- Last paragraph to state "Employees who improperly use or disclose such information **about others** may be..."

The motion was seconded by Pat Sawatzke. After discussion, the motion carried with Robert Hare opposed. Vince Schaefer abstained.

BENEFIT PRORATION FOR PART-TIME EMPLOYEES

A motion was made by Louise Kuester to approve the benefit proration for part-time employees as stated in policy 4F. Insurance and Retirement Benefits with the following addition to the first paragraph: "...current benefit contribution level, **provided the employee is regularly scheduled to work 32 or more hours per week.**" Gerald Ruda seconded the motion which carried unanimously.

NEXT MEETING

The Great River Regional Library Board of Trustees announced that the July 13, 2010, Personnel Committee Meeting will take place at 6:30 p.m. in the Mississippi Room at the St. Cloud Public Library.

ADJOURNMENT

Motion made by Gerald Ruda to adjourn the meeting at 6:50 p.m. Seconded by Vince Schaefer, the motion carried unanimously.

Personnel Committee Chair

4F. Insurance and Retirement Benefits

GRRL believes that quality benefits are integral to the recruitment and retention of qualified employees. Therefore, GRRL provides a set dollar amount per month for employees regularly scheduled to work 32 or more hours per week to purchase benefits. This set dollar amount is determined on Health Savings Account (HSA) or Health Reimbursement Arrangement (HRA) eligibility and reviewed annually during the budget process by the GRRL Board of Trustees. The primary goal of this allotment is to provide single health, dental and life insurance coverage. However, this money can be used toward the following insurance and retirement benefits as best fits individual employee needs:

1. Health Insurance
2. Dental Insurance
3. Basic Life Insurance
4. Health Savings Account (HSA)
5. Flexible Spending Account (Health Care, Dependent Care and Limited Scope Health Care)
6. Deferred Compensation
7. Health Care Savings Plan (Post Employment Retirement Plan offered through Minnesota State Retirement System (MSRS))

Employees may decline participation in our Health or Dental plan. However, to decline health insurance, proof of existing coverage is required. Single Life Insurance coverage is also required.

Eligible employees who retire may elect to retain health, dental and life insurance coverage under the library's group plan. Premiums for such coverage shall be the exclusive responsibility of the retired employee.

Any GRRL money put into deferred compensation must be matched or exceeded with an employee contribution.

Any GRRL money remaining after the elections of choices of numbers 1-6 are made, will be put into the Health Care Savings Plan.

Current GRRL contributions, benefit plan summaries and information on cost is available from Human Resources. Coverage elected within 30 days of hire is effective on the first of the month following hire.

Approved Date: 06/10/08

Effective Date: 06/10/08

Revised Date: 01/01/09, 11/10/09, 07/13/10

Last Revision Effective Date: 10/01/10

4H.2 Deferred Compensation Plan

A Deferred Compensation Plan is available through the Minnesota State Retirement System. This retirement plan is available to all employees working regularly scheduled hours each pay period. The plan allows you to set aside a portion of your income and accumulate it on a tax-deferred basis. [This plan requires that all employee contributions must match or exceed the dollar amount of any GRRL money contributed.](#)

Current benefit plan summaries and information on cost is available from Human Resources. Coverage is effective on the first of the month following hire.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/13/03, 7/10/07, 06/10/08, 01/01/09, 07/13/10

Last Revision Effective Date: 10/1/10

4H.3 Health Care Saving Plan (HCSP)

A Health Care Savings Plan (HCSP) is available through the Minnesota State Retirement System (MSRS). This is an employer-sponsored program that allows employees to invest money in a tax-free account while employed by a Minnesota public employer. The plan allows employees to set aside available GRRM monthly benefit contribution dollars and accumulate it on a tax-free basis for health care expenses. Any GRRM money remaining from the previous listed choices 1-7 in **4F. Insurance and Retirement Benefits** will be put into the Health Care Savings Plan.

Once an employee leaves employment, they have access to their account for reimbursement of eligible health care expenses for themselves, spouse and legal dependents.

This post employment retirement plan is available to all employees working 32+ regularly scheduled hours per week and eligible for the GRRM monthly benefit contribution.

Upon an employee's death no additional money can be placed into the individual's HCSP.

Current benefit plan summaries and information on cost is available from Human Resources. Coverage is effective on the first of the month following hire.

Approved Date: 07/13/10

Effective Date: 10/01/10

Revised Date: