

Administrative Committee Minutes

1/27/2025 • 6:30 PM

Attendance: A. Miller (Chair), K. Kutzscher, C. Pensabene (President),
N. Krisanda (Treasurer), J. Dugas Hughes (Director)

- 1) **Facilities:** There was a bathroom incident with sharpies all over multiple surfaces in the men's room. This is in the process of being cleaned up.
- 2) **Paid Family Leave:** Discussion of how much it would cost the library to pay for the PFL as opposed to employee contributions. Approximately half the employees carry health insurance. Current \$120,600; line item is \$155,000. PFL would cost the library approximately \$5,000. We determined that the Library should pay the contributions for the employees.

MOTION: The Administrative Committee moves to opt-in to the New York Paid Family Leave program as soon as possible, with the costs covered by the Library.

3) Health Insurance Buyout:

- We provide a flat contribution rate for health insurance and change rates every two-three years.
 - Library Contribution Rates: 875/mo. per individual \$10,500, 975/employee spouse \$11,700, 1200/family coverage \$14,400 for the year
 - Health care costs increased 21% last year. 17%, 68% for family coverage
 - We discussed options regarding implementation; however, we are not opting to do it at this time.
- 4) **PTO Policy:** Discussion of payout of paid time off in the staff manual.
 - 5) **COVID Leave Policy:** Question of whether there should be an option for paid sick leave for part time employees to replace the sunseting COVID Leave.
 - 6) **Unpaid leave of absence:** Reinstatement of same position is not guaranteed.
 - 7) **NY Paid Prenatal Leave:** The cost would be at most \$1000 for an employee; we recommend adopting this as it is a minimal cost.
 - 8) **Leave for New Parents:** Paid and unpaid options, in staff manual draft – ranges from \$3,600- \$12,000. Average cost \$6,665.