



Administrative Committee Minutes

3/3/2025 • 5:30 PM

Attendance: A. Miller (Chair), C. Pensabene (President), N. Krisanda (Treasurer), K. Kutzscher (Trustee - arrived 5:39 p.m.), J. Dugas Hughes (Director), Jenna Schmonsky (Administrative Assistant)

ACTION ITEMS:

- Website Project Update
- Benefits (Staff Manual Recommendations)

1) **Website Project:** In the process of obtaining five vendor quotes for the restructuring of the library's website.

2) **Staff Manual Benefits:** The committee reviewed the updated staff manual draft that the HR service through Paychex compiled. Discussions included insurance, paid time off, paid sick leave for part-time employees, and holiday pay.

- **Life Insurance:** Discussed whether to add to staff manual. Quotes will be obtained.
- **COBRA:** Updating the staff manual to detail COBRA per regulations, including passing the 2% billing fee to former employees due to administrative costs.
- **PTO:** Discussed adding additional 0.5 days per month accrual after 15 years of service (total 42 days), PTO payout changes (less than 2 weeks' notice- no payout, 2-week notice- 10-day payout, 4-week notice- 20-day payout), max 20 days carryover per year and some availability of PTO usage during probationary period.

Next Meeting Action Items:

- Proposal for website
- Financial policies