

Administrative Committee Minutes

6/2/2025 • 7:00 PM

Attendance: Amanda Miller (Chair), Nichole Krisanda (Treasurer),
Kayla Kutzscher (Trustee), Jill Dugas Hughes (Director),
Jenna Schmonsky (Administrative Assistant)
Excused: Charlie Pensabene (President)

ACTION ITEMS:

1. Air Handler Unit / Construction Update
2. Personnel Update
3. Life Insurance
4. Draft Reserves Policy

1) Air Handler Unit:

We are still waiting for the pricing for both repairing and replacing the air handler unit.

Construction Update:

- Some windows have been replaced.
- Prep work for the big windows will begin soon.
- Samples for the walk-off mat and for the canopy have been received.
- In the process of obtaining a building permit for the Assistant Director's office.

2) Personnel Update:

- The Assistant Director's position has been posted.
- There was a Custodial Worker resignation. The part-time position has been posted.
- The part-time Library Clerk position has been filled.

3) Life Insurance:

The committee reviewed the proposal for Basic Term Life and Accidental Death & Dismemberment (AD&D). The total estimated annual cost would be \$2,200 for 21 full-time employees.

Motion: The Administrative Committee moves to propose the approval of implementing a group Basic Term Life and Accidental Death & Dismemberment (AD&D) insurance policy for all full-time employees which is estimated within the 2025 personnel benefits budget line.

4) Draft Reserves Policy:

The Draft Reserves Policy is a newly developed financial policy. The committee will review further and discuss the policy at the next committee meeting.

Other:

The first budget meeting is scheduled for July 21. Time is to be determined. The Budget Development Committee will be established at the June board meeting.

Next Meeting Action Items:

Draft Reserves Policy (distributed 6/2)

Construction Grant

Air Handler Repair

Assistant Director

Comp Study Updates

ADA Checklist