

PLYMOUTH DISTRICT LIBRARY

Personnel Committee Meeting

Tuesday, November 1 at 7:00pm
Storytime Room, Plymouth District Library

Public Participation Available Online via Zoom:
<https://us02web.zoom.us/j/89881517851>
(Meeting ID: 898 8151 7851, Passcode: 69478528)

AGENDA

1. Call to order and attendance
2. Approve agenda
3. Approve minutes of May meeting (attached)
4. Public comment
5. New Business
 - 5.1 Dental Insurance Renewal
 - 5.2 Potential Org Chart Updates
6. Adjourn

Next Meeting: TBD

PERSONNEL COMMITTEE MEETING

Plymouth District Library | May 9, 2022

Present: Trustees Anderson, and Sexton, Director Anderson, and staff members Seals, Kroll, and Baker.

The meeting was called to order at 5:10pm by Trustee Anderson.

1. Agenda: Approved by consensus.
2. Minutes: Resolved by Trustee Sexton; seconded by Trustee Anderson to approve the minutes from January
3. Old Business: None
4. Public Comment: Yasir Khogali, unable to attend the meeting expressed his support for all agenda items.
5. New Business:
 - a. Assistant Director Position: Director Anderson commended staff member Melanie Bell on her demonstration of administrative/operational oversight this past year. All board members supported bringing this proposal to the May board meeting to change staff member Bell's job title from Head of IT to Assistant Director.
 - b. IT Coordinator Position: Director Anderson presented the anticipated job posting for staff member Bell's replacement. Both Trustee Anderson and Sexton supported bringing this position proposal to the larger board for approval.
 - c. Internship Program: Director Anderson forgot to attach the job posting/description for the internship. It will be included in the board packet for the May meeting. All trustees supported the addition of the internship positions with new educational requirements.
 - d. Re-classification of Pages as Part-Time Employees: Trustee Sexton asked for clarification on what additional benefits were included with this re-classification. Director Anderson noted that this provides Pages with the ability to accrue vacation, take sick time, enter into the library's 457 retirement savings plan, and make use of the library's dental insurance program for PT staff.
6. The meeting was adjourned at 5:30pm.



TO: Plymouth District Library
Personnel Committee

DATE: October 25, 2022

RE: Dental Insurance Renewal

FROM: Shauna Anderson,
Director

It is time to renew the library's dental insurance program. We received a quote for services through Delta Dental, the library's current provider. This renewal offers a 4.76% decrease over the current year's rates.

This plan is competitive with other employers from a plan design standpoint. It includes pediatric dental coverage, which is required as part of the Affordable Care Act. We are currently waiving the pediatric dental coverage offered from BCN as the Delta is a more cost effective strategy. This plan also includes orthodontic coverage, which can be a challenge sometimes to find a carrier that will do this when enrollment is less than 25 employees.

In addition to approving the renewal for January 2023, I am recommending that we renew again in July 2023 to match our renewal timeline for health insurance. This will provide the library with one renewal and open enrollment period per year, simplifying our internal processes and communication. The downside is that we would be giving up 6 months of rate guarantee, but this might not be as large of a concern.

Delta Dental Renewal - Plymouth District Library

Renewal Period: 01/01/2023 - 12/31/2023
Group Number: 58041

Current Plan

Dental Network:
Deductible:
Annual Maximum:
Out of Pocket Maximum:

Coverage for all 19+ with Pediatric dental plan

Delta Preferred & Premier
\$50 / \$150 (waived for preventive services)
\$1,000
N/A

Pediatric Dental Plan

High Pediatric	
In Network	Out of Network
None	None
None	None
\$375/750	None

	<u>Benefit Percentage</u>		<u>Benefit Percentage</u>	
	<u>Delta Preferred</u>	<u>Delta Premier or Out of Network¹</u>	<u>(Under age 19)</u>	
Preventive Services	100%	100%	100%	100%
Radiographs	100%	100%	100%	100%
Oral Surgery	80%	80%	80%	60%
Minor Restorative Services	80%	80%	80%	60%
Periodontic Services	50%	50%	80%	60%
Endodontic Services	50%	50%	80%	60%
Major Restorative Services	50%	50%	50%	50%
Prosthodontic Services	50%	50%	50%	50%
Orthodontia Services	50%	50%	N/A	N/A

to age 19; \$1000 lifetime maximum

		Current Rates ^c	Renewal Rates ^c	% Difference
Dental Rate				
Single	9	\$43.09	\$40.49	-6.03%
Two Person	4	\$81.68	\$77.24	-5.44%
Family	4 17	\$152.21	\$146.75	-3.59%
Monthly Premium		\$1,323.37	\$1,260.37	
Annual Premium		\$15,880.44	\$15,124.44	
Difference			-\$756.00	-4.76%

A.M. Best Rating: A (Excellent)

¹ Employee is responsible for any balance billing for out-of-network claims.



TO: Plymouth District Library
Personnel Committee

DATE: October 25, 2022

RE: Potential Org Chart Updates

FROM: Shauna Anderson,
Director

We are anticipating an upcoming retirement in 2023 that will allow the library to reconsider the best use of our managerial capacity. I am attaching a current copy of the library's organizational chart to this memo. At the meeting, I will plan to present on possible updates to our personnel structure that could take shape over the next 1-2 years to gain input from the committee and staff liaisons.

