

Community Library of DeWitt & Jamesville August 30, 2022 Board Minutes

Present: Max Ruckdeschel, Melinda Dermody, Barbara MacDonald, Katie Centolella, Silvia Macor, Lisa Moore, Tia Wright, Jill Enright, Cathryn McVearry, Robin Young, James Trevvett, Ping Cong, Doug Arena (arrived at 7:13)

Also Present: Charles Diede

Not Present: Meriel Stokoe,

Call to Order at 7:01.

Vote to approve use of Professional Employer Organization (PEO)

Conversion of the Business manager role to Bookkeeper

Retain a consultant.

Director's overview of a PEO:

Professional Employer Organization (PEO) – brings a bunch of small employers together to get a larger group for insurance purposes. They would handle payroll and time-off. Staff Leasing has been in business for 35 years. They take a fee for employing the library staff, help with hiring,

Staff Leasing is about \$10000.

A bookkeeper for \$22 an hour for 25 hours a week.

Lisa- that Staff Leasing fee, is it locked in or is it based on the number of employees?

Max – it is a percentage of payroll.

Katie: The fees do go up. They will give you a new fee schedule. I sent some questions. The health savings makes sense to me but are the health benefits included.

Tia – Is the \$4000 we contribute included in the percentage fee that they charge?

Katie – The Worker's Comp rates are listed as low and are listed in the contract. Also pension?

Charles – They do not handle a 403b. We are contracted to Brett. Staff Leasing would go through Brett too.

Katie - 403bs are considered a better plan than a 401K. We would still have the compliance costs. Would there be an extra plan for participating in their charge. Globally, my clients try to get out of these contracts because they don't realize the savings.

Tia – If we moved to an online payroll system that wouldn't have the time it takes for collecting payroll. That is the piece that is the true problem. Signing up for ADP would eliminate it. There is a lot that is not

clear in the contract. I didn't feel like they were very professional. We are in a place where we have the staff and don't have the changes and time related to hiring and onboarding.

Melinda - The positives: Benefits are cheaper, Payroll can be automated, They do HR. The negatives: They cannot do a 403b directly, the cost benefits aren't that great.

Ping – Who handles the 403b? It is easy for a company to do it.

Katie – ADP can do it. It does the payroll, time off, online breakroom, can handle taking the money for the 403b.

Max – We need someone to do the books.

Tia – W should be able to get an accountant for \$50,000.

Max - This is a linchpin position. If we have someone leave we are in a similar position.

Max - Do we need an accountant or a bookkeeper If we have Rochelle for the financials?

Lisa – It would be interesting to see what ADP would cost for the automation services.

Tia – it will be between \$3000-\$5000.

Katie – Gusto \$80 a month and \$20 a head.

Charles – We have three people that want paper checks.

Silvia – Who would help Charles with the reports?

Barb – It was my understanding is that it was Rochelle as a consultant.

Ping – Why don't you get another staff accountant?

Barb – We did have that with Kathryn.

Silvia – Is Gusto and ADP secure.

Max – We are missing the rest of HR.

Jill - What is the HR stuff? Hiring, On-boarding, Exit package.

Katie – All of the forms are done in the system. You would just have to check the passport.

Charles - The only issue we have is the expense of the benefits.

Tia - We could do it as a percentage rather than a flat fee. Take your kids off their plan and put their kids on Child health plus.

Doug – If we can offer more than one plan it would make recruitment better.

Max – Charles, do you feel that if we did ADP online and payroll was more automated and a book keeper and Rochelle that you could handle the other items?

Charles – yes.

Katie – How do you communicate with ADP now?

Charles -We have a desk top account that we communicate in ADP.

Lisa – Do we have enough in the budget to cover this?

Katie – If there is extra, consider an HR consultant.

Lisa – If you are already underway with an HR audit, could we explore using them?

Charles – Tthey told us to do it and we are going through the files.

Melinda – If we have some costs today, that isn't an issue if it gets everything in order.

Katie – If it is the employees doing their own initial entry. The training process of getting their hours entered.

Lisa: if you do the automated version with ADP, the staff would be less concerned for who employs them.

Tia: We have three plans.

Katie: The market is horrible for community-based insurance. How long has the flat amount stayed the same?

Max: As long as we have been here. We are still giving 3% raises.

Melinda: Is there anything else we need?

Charles: I will need to speak to Rochelle to see if she is happy with this.

Katie: The online Quickbooks communicated with ADP so that ports over. Will ADP help with getting us really in their system?

Tia: Payroll is approved on Monday and checks are cut Tuesday. The credit union have a pay period of Saturday.

Charles: One of the changes would be that you need to send your timesheets.

Melinda: I don't think we have anything to vote on.

The plan:

25 hours for a bookkeeper.

Charles will research robust payroll and timesheets.

Rochelle for 10 hours a month and a bit more for year end audit.

Tia: Someone will need to review and approve payroll.

Katie: There are services that do bookkeeping. They get you highly automated if we need them in the short term. Having a desktop QuickBooks doesn't integrate. Will we need a remote option.

Tia: We will need a non-desktop QuickBooks.

Doug: Background check.

Katie: Highline is more expensive than a bookkeeper but would be a good short-term fix.

Motion to adjourn by Lisa and Robin seconded.

Meeting adjourned at 8:16PM.

Minutes for this meeting will be approved at the September 2022 Board Meeting.