

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT
Board of Trustees Meeting**

December 18, 2003

1. CALL TO ORDER

Chair Merle Koplan called the special meeting to order at 11:01 a.m. in the Executive Director's Office of Fort Vancouver Regional Library District.

2. PRESENT

Chair Merle Koplan presiding. Board members: Marilyn Butler, Jerry King, Shirley Morgan, Karen Peterson and Elena Smith (Koplan and King attended in-person with other members participating via telephone). Staff attending included: Bruce Ziegman, Executive Director; Patty Duitman, Associate Director; and Becky Pettigrew, recording.

3. CITIZEN COMMENTS

None.

4. BUSINESS

A. Section 125 Plan

Duitman explained that the IRS and the company providing the Section 125 tax-deferred plan for employee medical premiums and co-pays requires a formal resolution. The resolution needs to be adopted by our board before the plan begins on January 1, 2004.

Koplan asked what happens if an employee contributes funds but then doesn't use them before the end of the year. Duitman explained that there are two parts to the plan. One part allows employees to contribute money for upcoming medical and childcare expenses. If this money is not used by the end of the year, it is turned over to the employer. Only a few employees have signed up for this part of the plan.

The other part of the plan allows employees to pay their medical premiums pre-tax. There is no risk of employees losing funds with this option. Most of our employees have signed up for it.

MOTION: Jerry King moved and Karen Peterson seconded that Fort Vancouver Regional Library District adopt a Section 125 Flexible Fringe Benefits Plan for the employees of Fort Vancouver Regional Library District to be effective January 1, 2004. The motion carried unanimously.

Koplan explained that when the special meeting was announced, it included an amendment to the 2004 budget. However, information received subsequently from the county indicates that we do not need a budget resolution after all.

5. ADJOURNMENT

The meeting adjourned at 11:10 a.m.

These minutes were approved at the January 15, 2004 meeting.