

Agenda
White Pine Library Cooperative

Board Meeting

October 12, 2005
White Pine Library Cooperative Headquarters
1:30 to 3:00pm

Call to order

Introductions

Approval of agenda

Treasurer's Report

Approval of minutes

Director's Report

Old Business

New Business

- Seating of new Board Members
- Election of officers
- Set meeting dates for FY06
- Approval of banking institutions
- Personnel Policy change: Social Security Numbers
- Contracts:
 - Director's contract

Other:

Public comments and announcements

Next meeting date

November 4, 2005, Saginaw Valley State University, Saginaw, MI

2.1A

Social Security Numbers

Federal tax regulations require the White Pine Library Cooperative to collect a SSN from every employee. Failure to provide an SSN will result in termination of the offer of employment. The SSN will become part of the permanent record of employment.

A SSN will be collected as needed for contractual employees such as honoraria for speakers. It will not be required on an application form. SSN information will remain confidential; and it is legally protected. It will not be shared with any outside agency except as required by federal law.

The SSN will be maintained in a secure file available only to those employees who need to use it for Cooperative business. It will be provided to the federal and state government as part of the annual W2 tax reporting process.