

**-Luther Area Public Library-
Board Meeting Agenda
Held August 13, 2020 @ 4:30 p.m.**

Call to Order: Members Present:

Visitor Comments:

Board Comments:

Approve Secretary's Minutes: July, 2020

Treasurer's Report: July, 2020

Librarian's Report: July, 2020

Old Business:

Review updated Personnel Policy

New Business:

Update By-Laws and Policies

Addition to COVID-19 Exposure Protection... Plan
Positive Case Protocol Policy

Open Library Hours & Security

Getting our own Zoom Account

Board contact information

Trustee Comments:

Budget Amendments:

Next meeting: September 10, 2020 at 4:30 p.m.

Adjourn

Below will be the Zoom information to join the Library Board meeting on August 13, 2020 at 4:30 p.m.

Luther Public Library

Board Minutes, July 9, 2020

The regular board meeting was called to order by President Lois Langenburg at 4:30 pm. Kees and Diane remained home due to Covid 19 precautions. Kees was on the phone. Present Lois, Jan Donna, also present were Jody and the new Library director Amy Shank

We have a new applicant for board trustee. Lois will send a letter to the township for approval.

No new board comments.

Minutes , were reviewed, Motion by Jan to accept the minutes, second Lois

Treasurer's report

Due to being closed, we had few expenses.

No unemployment paid out. Staff continued to work during closure.

Cost for ads for hiring director were reported.

New fire extinguishers

Motion to accept, Lois, second Jan

Library Director's report -

No stats, numbers for the month, due to Corvid 19. And the library is closed.

Luther Public Library

No story time.

Library is ready to phase in a reopening.

Require masks and safe distancing while at the library. Limit the number of people who can come in at any time.

Staff will have temp. Checks each time they come to work.

Extra waste baskets.

We will be using plans that are similar to what other libraries are using.

Got 2 grants for 4 more computers, 4 tablets to increase digital access. from MMLL, We pay for the 2 year protection plan.

Got \$500 for more PPE Care Act.

Summer reading program has started. Backpacks that are filled will be given out. *"Imagine your story"* is the theme. Readers get leaves for each book read and added to Beanstalk.

Grant for summer movies of \$600 also received.

August the library will also open on Tue. and Thurs.

Motion by Llois, second by Kees. Passed.

New business:

Join Chamber of Commerce Motion to be joined by Donna,
Second Lois. Passed.

Amy Shank is the New Luther Public Library Director, affective July 13, 2020.

Heather Morche' needs to be taken off the Luther Library bank accounts and Amy Shank needs to be added to the Library bank accounts. Donna Long and Jody Lucus will also remain on the Library bank accounts.

Luther Public Library

Maggie Schaunnashy from Irons wants to join the board. Lois will follow up. Hope to set up a small extension library in Iron to serve that part of our area.

Russel Davis has said he would help us fundraise and write grants.

Still need 4 new metal library signs.

Motion Kees, Second Donna. Passed.

Trustee comments.

Clerk will use our plexi shields for election time.

Budget for June was not available. Next month we will combine the 2 months budget.

Motion to adjourn 5:07 pm

Jan, second Lois.

Next meeting is on Aug, 13, 2020.

Treasurer's Report

July 31, 2020

Because of all records upto 8-1-20 are at auditors, the Treasurer Report is incomplete.

income

| | | | |
|------|--------------------------------|------------------|---------|
| 7/07 | bags. | 330.00 | 3152.00 |
| | movie grt | 622.00 | |
| | summer reading | 1300.00 | |
| | endowment/grant | 900.00 | |
| 7/10 | 2nd State Aid | 1671.72 | |
| 7/21 | Penal Fines | 22,469.42 | |
| 7/31 | bags, DK sale, copies, bags | 618.56 | |
| 7/31 | LOS B - interest | 27.94 | |
| | | <u>27,939.64</u> | |

Director Certification

b. Levels of Professional Certification.

i. Level 1 certification.

(1) The library of Michigan shall grant a level 1 professional certificate to a person possessing all of the following qualifications:

- a. A master's degree or its equivalent from a library school accredited by the American Library Association.
- b. Four years of full-time employment, or an equivalent time period, consisting of paid professional library work experience in a library approved by the department following the completion of educational requirements.

ii. Level 2 certification.

(1) The library of Michigan shall grant a level 2 professional certificate to a person possessing a master's degree or its equivalent from a library school accredited by the American Library Association.

iii. Level 3 certification.

(1) The Library of Michigan shall grant a level 3 professional certificate to a person possessing all of the following qualifications:

- a. A bachelor's degree from an accredited college or university.
- b. Completion of the beginning workshop offered by the Library of Michigan.

iv. Level 4 certification.

(1) The Library of Michigan shall grant a level 4 professional certificate to a person possessing all of the following qualifications:

- a. A high school diploma or its equivalent.
- b. Completion of the beginning workshop offered by the Library of Michigan.
- c. One year of full-time employment or its equivalent consisting of library work experience following completion of the educational requirements.

Luther Area Public Library Personnel Policy

I. Hiring a Library Director/Co-director

- A. Prior to hiring a library director/co-director, the library board should be aware of the following:
 - 1. The person hired as library director/co-director represents the library board as the administrator of the library, and the library board is responsible for any actions of the library director/co-director. It is therefore important to hire the best person for the job.

- B. If circumstances dictate the need for the formation of a co-directorship to allow the library to perform its function, this will be permissible.

- C. It would be permissible only if the required minimum hours per week for state aid are met. Both co-directors are at the level four (4) certification or its equivalent, and that all the duties and requirements set forth in the library personnel policy are fully carried out jointly by the co-directors.

- D. Annual performance reviews will be completed for both co-directors as a means of employee evaluation as outlined below in the library personnel policy.
 - 1. The library board shall provide a clear job description and indicate the minimum requirements for education and work experience.
 - a. Each new hire is required to sign a consent form for a background check to be done.

 - 2. In order for the public library to function properly, the board must delegate control of most functions to the director/co-director/librarian. For example, the library director/co-director should be delegated the authority to:
 - a. Employ new staff personnel with the collaboration of the Personnel Committee (3) for the interviews.

- b. Direct and train all staff.
- c. Select and purchase library materials.
- d. Prepare procedures for implementing library policies.
- e. Prepare programs.
- f. Perform day-to-day library functions.

II. Director/Co-director Qualifications

The Director/Co-director shall:

1. Have at least a Level 4 Certification from the Library of Michigan, or obtain one within 2 years of obtaining the position.
 - a. Remain an Employee of the Library for one year after completing the Level 4 classes from the Library of Michigan, or be required to re-pay the Library for any training related costs.
 - b. The newly hired Director is required to sign a form in acknowledgement with the above statement.
2. Understand the local community's needs and be interested in national and world problems as well.
3. Have a wide knowledge of books and other media, and be able to make the library resources available to individuals and groups.
4. If possible, have had experience in a library and be willing to take in-service training such as library workshops, institutes, etc.
5. Show evidence of strong leadership and communication skills in the educational, cultural and civic activities of the community.
6. Have a broad working knowledge of computers.
7. Be preferred to have office manager experience.

III. Director/Co-director Duties

The Director/Co-director shall:

1. Sit as the administrative head of the library and carry out policies set by the board.
2. Make such records and reports, as the library board requires.
3. Attend all board meetings.
4. Investigate and write grants that are available for the library.
5. Schedule employees.

IV. Evaluating the Library Director/Co-director/ Staff Performance Review

- A. The performance evaluations will take place annually in January. Employees may be reviewed more frequently. A review may also be conducted in the event of a promotion or change in duties and responsibilities.
- B. During performance reviews, management will consider the following things:
 - 1. Attendance
 - 2. Initiative and effort
 - 3. Knowledge of work
 - 4. Attitude and willingness
 - 5. Quality and quantity of work

V. Discipline or Dismissal - Standards of Conduct

- A. In all instances a director/co-director/staff member should conduct themselves in a manner which is consistent with the Library's best interest and the best interest of its patrons. Action will be based on good judgment, common sense and mature responsible behavior.
- B. A serious problem with the library director/co-director/staff's performance, should not wait until the annual evaluation, but should be communicated as soon as possible. This will give the library director/co-director/staff member adequate time to adjust his or her performance to meet the wishes of the library board.
- C. If the library director/co-director/staff member is unwilling or unable to change his or her performance to meet the demands of the library board, the situation may necessitate the dismissal of the library director/co-director/staff member.

VI. Job Postings

New jobs and job openings will be posted in the library staff area. These listings will be posted with an ending date. Staff member will be allowed to apply during the posted dates. If individuals are qualified they will be

interviewed. If no one applies, then the position will be announced for the general public.

VII. Grievance Procedure

A. A grievance shall be a request by an employee for clarification of the administration or interpretation of the rules, regulations, policies or procedures of the Library.

B. All grievances shall be resolved using the following procedure:

1. Within three (3) working days of the event which produced the grievance, the grievant shall discuss the matter with his/her supervisor. If then dissatisfied, the grievance shall be in writing and a written response to the grievant given within three (3) working days.
2. If dissatisfied with the decision, the grievant may appeal to the library Board of Trustees within ten (10) working days. The board will then rule on the grievance at the next scheduled Board of Trustee's meeting.

VIII. Compensation – Director/Co-director/Librarian/Assistant Librarian

The library Board of Trustees shall provide compensation for the director/co-director and other staff based on length of service and educational requirements/experience. Additional duties performed by each director/co-director as outlined in the library personnel policy will be considered concerning compensation.

1. Compensation/wage increase will be considered in January on an annual basis, and the National Average cost of living will be the minimum guideline for any increase in compensation.
2. Job associated training expenses will be paid, (class fees, mileage, etc.) including hourly wages at regular rate of pay for time in class.

IX. Sick Leave

- A. When an employee exhibits persistent behavior which may reflect a health related cause, and such behavior affects the quality and capacity for handling the duties and responsibilities of their work or affect the safety and/or well-being of themselves, fellow worker, or the public, the employee's immediate supervisor will counsel the employee to seek professional medical diagnosis and treatment.
- B. If extended time off is required, a certificate from a physician will be deemed sufficient if it provides the date the condition started and the appropriate medical facts.
- C. Director/Co-director/Librarian/Assistant Librarian shall receive sick leave with pay, not to exceed 24 hours or three (3) working days per year.

X. Holiday Pay

Holiday pay will be based on an average of five (5) hours per employee at their normal hourly rate. The following will be paid holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

XI. Extended Personal Leave

Occasionally, for medical, personal or other reasons, an employee may need to be temporarily released from their duties, but may not wish to submit a resignation. Under certain circumstances, they may be eligible for an extended personal leave of absence without pay. If the leave of absence exceeds thirty (30) days, then such leave shall be without accumulation of any vacation or sick leave.

XII. Other Paid Leave

- A. Director/Co-director/Librarian/Assistant Librarian shall receive paid leave for death in the immediate family (parent, brother, sister, spouse, etc.) not to exceed three (3) working days.
- B. Absence from work for more than 10 working days with no contact or authorization is considered a resignation.

XIII. Paid Vacation

Director/Co-director/Librarian/Assistant Librarian:
4 weeks maximum after 10 years of service
3 weeks maximum after 5 years of service
2 weeks maximum after 3 years of service
1 week maximum after 1 year of service

To be earned from anniversary date of employment. Vacation pay is based upon the number of scheduled hours an employee works a week.

XIV. Volunteers

The library encourages interested individuals to volunteer their time and services. Persons wishing to serve as a volunteer must first submit an application form. Volunteers will be trained and supervised by Library Staff, covered under the Library's general liability policy, and formally recognized on an annual basis. The use of volunteers is to supplement and not supplant regular library staff.

Adopted by the Luther Area Public Library board on: March 16, 2006.
Amended on: October 13, 2009. Amended on: February 16, 2012.
Amended on: June 11, 2020.

**Luther Area Public Library
Proposed Positive Case Protocol Policy**

***NOTE – Depending on circumstances of exposure, quarantine length and method of counting may change. See CDC Guidance on Quarantine in order to identify exact quarantine period.**

Scenario 1:

- Staff member lives with a family member who has a positive diagnosis.
- Staff member travels to a “hot” location of COVID-19 infection.
- Staff member is notified that they have been exposed to someone who has tested positive (outside their family).

Action Steps:

Immediately (following CDC guidelines*):

- Notify employee that they must self-quarantine for 10 days if asymptomatic*
 - Notify employee of possible work-from-home options.
 - Notify employee, in writing, of benefits available during quarantine (Paid leave)
 - Remind employee, in writing, that they cannot be disciplined or retaliated against for quarantine.
- If symptoms develop, self-isolation starts for 10 days since symptoms appear and
 - 24 hours with no fever without fever-reducing medication and
 - Symptoms have improved.

Scenario 2:

- Staff member exhibits symptoms of COVID-19 or fails health screening.

Action Steps:

Immediately:

- If employee falls ill at workplace, SEPARATE employee from other employees
- Send employee home/arrange transportation, if necessary.
- Provide employee with following instructions:
 - Encourage employee to seek medical advice/attention.
 - Notify employee to follow CDC steps
 - Employee must self-isolate/quarantine (following CDC guidelines) UNTIL:
 - At least 10 days since symptoms first appeared and
 - At least 24 hours with no fever without fever-reducing medication and
 - Symptoms have improved
 - Notify employee, in writing, of benefits available during quarantine (Paid leave)
 - Remind employee, in writing, that they cannot be disciplined or retaliated against for quarantine.
- Maintain normal cleaning/sanitizing routine

Scenario 3:

- Employee has a POSITIVE DIAGNOSIS of COVID-19

Action Steps:

Immediately:

- All of the above steps, PLUS:
- NOTIFY LOCAL HEALTH DEPARTMENT
- Close off affected employee's workspace and areas they used for prolonged (10 minutes or more) periods of time.

- Determine whether to close, using protocol devised by Board. Discuss with Board if necessary, within library's protocols. It may not be necessary to close facility. See CDC guidance for suspected or confirmed cases. However, if multiple employees development symptoms or there are multiple positive diagnoses, library must consider closing and implementing top-to bottom clean in accordance with EO 2020-145 sec. 1(q).
 - If Library closes and employees are sent home, work from home options should be considered for asymptomatic employees.
 - If workers sent home, employers should be notified in writing of benefits options. (Paid leave)

Within 24 hours:

- NOTIFY co-workers, contractors, vendors who may have had prolonged contact (15 minutes or more of sustained contact – within 6 feet) that an employee has tested positive.
 - Maintain ill employee confidentiality
- Issue general statement to patrons/public on social media (“Employee has tested positive; library is working with Health Department and completing necessary cleaning/disinfecting.”)

After 24 hours:

- Thoroughly clean and disinfect previously closed-off affected employee's workspace and other areas where employee had a prolonged (10 minutes or more) presence, following CDC cleaning and disinfection recommendations:
 - If it has been 7 days or more since employee has been in workspace, closing off/extra cleaning is unnecessary per CDC.

Employees Return to Work:

****NOTE: CDC no longer recommends mandatory testing for return to work. (See What Should I Do If an Employee Comes to Work With COVID-19 Symptoms?)**

Employees with no exposure sent home due to closing as part of deep-cleaning procedures:

- Employees may return 24 hours after the completion of facility/building deep clean
 - Employees must be asymptomatic
 - Employees must not be considered “exposed” to virus by local Health Department

Employees with exposure but no symptoms:**

- Employees may return to work 14 days after initial exposure, or notification of exposure following CDC Guidance
- Employees must have approval of local Health Department for return to work, per EO 2020-145, sec.1 (o)
- Employees must contact their supervisor at least 24 hours before their planned return. Contact can be via phone, text or e-mail.

Employees with a positive diagnosis:**

- Employees may return to work in accordance with the CDC Guidance for Discontinuation of Home Isolation, provided that the employee has documentation from their health provider return to work.
 - Employees must contact their supervisor at least 24 hours before their planned return. Contact can be via phone, text or e-mail.
 - Once back at work, employee should be prepared to discuss any accommodations that may be required upon their return.

Zoom pricing

Basic

Personal Meeting

Free

Sign Up, It's Free

Host up to 100 participants

Unlimited 1 to 1 meetings
40 mins limit on group meetings

Unlimited number of meetings
Ticket Support

Pro

Great for Small Teams

\$14.99/mo/host

Purchase up to 9 hosts per account

All Basic features +

Includes 100 participants
Need more participants?

Meeting duration limit is 24 hrs.

User management
Admin feature controls
Reporting
Custom Personal Meeting ID
Assign scheduler
1GB of MP4 or M4A cloud recording

Business

Small & Med Businesses

\$19.99/mo/host

Starting at 10 hosts for \$199 9/mo

All Pro features +

Includes 300 participants
Need more participants?

Dedicated phone support
Admin dashboard
Vanity URL
Option for on-premise deployment

Managed domains
Single sign-on
Company branding
Custom emails
LTI integration

Cloud Recording
Transcripts
... Optional Add-on Plans

Enterprise

Large Enterprise-Ready

\$19.99/mo/host

Starting at 100 hosts for \$1,999/mo

Contact Sales

All Business features +

Enterprise includes 500 participants
Enterprise Plus includes 1,000 participants

Unlimited Cloud Storage
Dedicated Customer Success Manager
Executive Business Reviews
Bundle discounts on Webinars and Zoom Rooms