

Board of Trustees of the Peter White Public Library
Special Board Meeting
Minutes
March 27, 2020

A special meeting of the Board of Trustees of the Peter White Public Library was held on Friday, March 27, via Zoom. The Meeting was called to order by President Anne Donohue at 6:04 pm.

Members Present: Anne Donohue, Patrick Myron, John Mallo, Carol Steinhaus, Andrew Dalian

Library Staff Present: Andrea Ingmire, Library Director; Bruce MacDonald, Assistant Director/IT Head; Heather Steltenpohl, Development Director; Rick Orr, Finance Director; Samantha Ashby, Adult Services Department Head; Margaret Boyle, Circulation Services Department Head; Sarah Rehborg, Youth Services Department Head; Shane Sizemore, Maintenance Department Head; Tonia Bickford, IdentoGo Services; Stephanie Garn, Reference Services; Lynette Suckow, Reference Services; Adrian Muraro, Maintenance; Carolyn McManis, Programming; Amanda Pierce, Youth Services; Brett Hubbard, Administrative Assistant

The Agenda was approved as presented on a motion by Mallo. The motion was seconded by Myron and carried 5-0.

Public Comment: None

Board Action Items

A. COVID 19 – Employee Pay

Board members acknowledged receiving Ingmire’s background information on the COVID-19 response. Donohue recapped that the Library is closed until April 13, due to the original decision to close with the Public Schools. Ingmire explained the initial decision to pay everyone for their original hours, and the need to plan how to handle staff pay going forward, during this time of enforced closure due to Michigan Executive Order 2020-21.

Discussion on employee pay ensued, with Board Members looking at the issue from all angles, and the following points were made:

- Orr stated that continuing to pay staff during the closure for a few months should not be a problem financially for the Library; however if it’s longer, it may become more difficult. Having a standardized formula would be very helpful, as it is currently difficult to have numbers filled in and supervisors signing off.
- Ingmire concurred that the need for streamlining and easing of the payroll process, and acknowledged that some employees will get shorted slightly on pay, while some may get extra pay.
- Steinhaus expressed concern that continuing to pay staff during the closure could result in pushback from taxpayers and the community. After discussion Board members agreed to move forward with paying employees at least until April 21 or until Executive Order 2020-21 is lifted, whichever is first, at which point the Board will convene to revisit this issue.

- Ingmire stated that as soon as the Executive Order is lifted, the Library will return to some level of service to our community, possibly with patrons being able to again pick up books on hold.

On a motion by Steinhaus, **the Board of Trustees of the Peter White Public Library moves to pay library employees according to their average number of hours or salary worked during the last seven pay periods. If an employee has changed job classifications, only their most current classification will apply when calculating average hours. Other benefits will be accrued during this time, as per usual. This will be done until April 21st, or until Michigan Executive Order 2020-21 is lifted.** This motion was seconded by Mallo, and was approved 5-0.

Public Comment – Steltenpohl informed the Board that the most recent newsletter has been distributed and donors are still sending in their donation as usual. The Library has received \$186,000 since October 2019.

Doug Lindblom with TV6 requested an explanation of the Library's funding and how the Library is able to continue to pay employees during this time of closure. Donohue explained that since 80% of Library funding is from property taxes, the financial standing of the Library has not changed significantly.

New Business/Board Member Comment

A. COVID-19

Board members expressed appreciation for the hard work and dedication by Library employees, particularly in regard to the online programming developed by Youth Services staff.

Motion by Steinhaus to adjourn. Seconded by Dalian and carried 5-0. Meeting adjourned at 7:25 pm.

Respectfully Submitted,

Patrick Myron
Secretary