

**PINCKNEY COMMUNITY PUBLIC LIBRARY BOARD MEETING**  
**AUGUST 8, 2019**  
**9 AM**  
**MINUTES**

**CALL TO ORDER** Kate Pratt called the meeting to order at 9:06 am.

**ATTENDANCE:** Kate Pratt, President; Kate Richardson, Treasurer; Karen Diaz, Trustee; Patti Nicholson, Secretary; Hope Siaoco, Library Director

**Guests:** Joel Strickland & Lisa Morris from Lighthouse Group., via phone conference; and Dianne Gonzalez, Library Bookkeeper

**ABSENT:** Laura Burwell, Vice President

**PUBLIC COMMENT** None

**SPECIAL ISSUES**

- Special Meeting regarding HR issues
  - Health Insurance Benefit Changes to Renewal of Policy
    - Phone conference with Joel Strickland and Lisa Morris from Lighthouse Group concerning Health Insurance Benefit changes.
    - Annual renewal of Health Insurance Benefits occur during the library's peak busy time of April/May/June. This causes time constraints. BCBS will allow one change within first month of renewal. Can change renewal date to any time period that works better for Library. Discussion concerning changing renewal date to January 1<sup>st</sup> so the renewal forms would be up for review October/November/December. The plan costs may change with each renewal. Kate R motions to change the renewal date to January 1<sup>st</sup> for health insurance benefits. Kate P seconds. All approve. Motion passes.
  - Employee Vacation Benefits – Formula for Calculation.
    - Discussion of how to ensure vacation benefit is fairly applied to all staff. Accrual of paid time off per pay period may simplify the process. Senior staff can have the holiday and personal time off calculated into their accrual calculation. Policy needs to have calculation in it so payroll company can apply with each paycheck. Days worked needs to be added to the spreadsheet that Diane receives from the library.
    - Kate Pratt moves to amend policy: IX Employee Benefits A. Vacations 3. to include "Average hours worked equals actual hours worked divided by actual days worked. Vacation days and personal days are excluded from days worked. Holidays and Act of God days are not excluded from days worked." Karen seconds. All approve. Motion passes.

- IX Employee Benefits A. Vacations 2. The calculation begins on start date and includes 90 day probationary period.
- Employee Raises Calculations
  - Discussion on the different levels/heirarchy of hourly staffing at the library, which (excluding the director position) is as follows: Library Page—Minors; Library Page; Substitute Library Assistant; Junior Library Assistant; Senior Library Assistant (certified); Librarian—Entry Level; and Senior Librarian. Each position has different levels of responsibilities within the library. Hourly employee wages fall within the position scale described above.
  - Kate R asked what allows for a Library Assistant to be a Senior Staff. Hope explained that it was based on specialty responsibilities—i.e. MeL/Interlibrary Loan; Web Administrator; Office Assistant; Building Coordinator; Youth Area Responsibility; etc. All senior staff are Library of Michigan Staff Certified and must undergo Certification training process. Once Certified, they fall under 4 Levels of Certification set by the Library of Michigan based on years of experience and educational degree earned. (See attached p1 of “Michigan Library Staff Certification Instructions”) Based on class size, a library is required to be managed and supervised by a certain number of Library Staff Certified Professionals.
  - Karen makes a motion that when the library considers any future employee raises it will be based on a percentage not on a flat rate. Kate P seconds. All approve. Motion passes.
- New Narcan Law.
  - Village Police, Putnam Fire Dpt., and EMT would be most likely to respond to a medical emergency at the library. Consensus was that narcan training is less of a priority than AED/CPR training due to emergency responder coverage and recommendations. At this time, the board did not feel it necessary for the staff to be instructed and/or trained in the use of narcan, nor will the library need to keep narcan on hand in the building. It was noted that CPR face masks would be a good tool to provide at the library.

**CALL TO THE PUBLIC** None

**ADJOURNMENT** Kate R motioned to adjourn. Karen seconded. All approved. Meeting adjourned at 11:30 am.

Respectfully submitted,  
Patti Nicholson  
Secretary



# Library of Michigan

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## **MICHIGAN LIBRARY STAFF CERTIFICATION INSTRUCTIONS**

Complete the following application form if you wish to obtain Michigan library staff certification. Requirements for the four certification levels are as follows:

**Level 1: The Library of Michigan shall grant a Level 1 permanent professional certificate to a person possessing all of the following qualifications:**

- (a) A master's degree from a library school accredited by the American Library Association.
- (b) Four years of full-time employment, or an equivalent time period (7,280 hours), consisting of paid professional library work experience in a library approved by the department following the completion of educational requirements, verified by official letter from the employer.

**Level 2: The Library of Michigan shall grant a Level 2 professional certificate to a person possessing a master's of library science degree from a library school accredited by the American Library Association.**

**Level 3: The Library of Michigan shall grant a Level 3 limited 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 each spring.

**Level 4: The Library of Michigan shall grant a Level 4 paraprofessional 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 each spring.
- (c) One year of full-time employment or its equivalent (1,820 hours) consisting of library work experience following the completion of educational requirements, verified by official letter from the employer.

**Notes:**

All supporting documentation whether electronic or in print form (e.g., Transcripts, Letters of Employment) must be sent directly from the issuing agency to the Library of Michigan's Certification Office.

The content above is available in its entirety on the [Library of Michigan Certification page](http://www.michigan.gov/librarycertification)  
[www.michigan.gov/librarycertification](http://www.michigan.gov/librarycertification)

More information regarding Beginning Workshop can be found at our [Beginning Workshop page](http://www.michigan.gov/beginningworkshop)  
[www.michigan.gov/beginningworkshop](http://www.michigan.gov/beginningworkshop)

Personnel seeking certification, who are also Library Directors, will need to attend New Directors Workshop and may need to attend Advanced Directors workshop depending on library class size, for their libraries to be eligible for state aid. More information on these workshops can be found on our [website](http://www.michigan.gov/libraryce) [www.michigan.gov/libraryce](http://www.michigan.gov/libraryce).