

PINCKNEY COMMUNITY PUBLIC LIBRARY HYBRID BOARD MEETING
AUGUST 18, 2022
9:30 AM
HYBRID BOARD MEETING Draft Minutes

CALL TO ORDER 9:36am

President's Announcement regarding Public Comment Section

Present: Kate Pratt, President; Patti Nicholson, Secretary; Kate Robertson, Treasurer; Shelly Wagnitz, Trustee; Hope Siasoco, Director; Sara Castle, Assistant Director & Youth Librarian/Staff Liaison; and Jennifer Brennan, Note Taker.

Absent: Laura Burwell, Vice President

PUBLIC COMMENT

Note: Public Comment for this hybrid meeting is made available in advance of the meeting through this publicly available Google Document: <https://forms.gle/JbZBfHEmfhJqgp8R7> or email: hsiasoco@pinckneylibrary.org or during the time of the meeting.

CONSENT AGENDA

✚ CORRECTION/ADDITIONS TO AGENDA

- Kate Pratt moved the discussion of the Investment Policy to be under New & Ongoing Board Issues

✚ READING OF MINUTES FROM JULY 21, 2022 HYBRID BOARD

✚ PRESENTATION OF BILLS:

- August 2022 Bills for Review
- Kate Pratt made a motion to accept the Consent Agenda as corrected for August and Patti Nicholson seconds. All approved and motion passes.

SPECIAL ISSUES

- Michigan Minimum Wage Act
 - Email sent to the board on August 2, 2022 from our payroll service, Paylocity, explaining history of the issue that will have an impact on the Library's Budget for 2023:
 - Ballot initiative passed
 - It was over-ruled by Michigan government
 - It then went to Appeals Court and won
 - In Feb 2022 changes need to be made to match new legislation
 - Increased the minimum wage to \$12 by January 1, 2022 and tied it to inflation each year after that.
 - Phased out the tip credit. In 2022, employers would need to provide tipped employees with a base pay of 80% of the state's minimum wage. This would increase to 90% in 2023, and 100% in 2024.
 - Entitled all but federal employees to earn and use paid sick leave.
 - Required almost all employers to provide paid sick leave, not just those with 50 or more employees.
 - Required that employees earn sick leave at a rate of 1 hour per 30 worked, instead of 1 per 35.
 - Required that employees be able to use up to 40 hours of paid sick leave and 32 hours of unpaid sick leave per year if they work for an employer with 9 or fewer employees.
 - Required that employees be able to use up to 72 hours of paid sick leave per year if they work for an employer with 10 or more employees.
 - Prohibited retaliation against employees for using sick leave.
 - Board needs to change library policy to match the new law
 - The board may adopt changes early

- The new law is a Library of Michigan Directors meeting hot topic
 - Hope proposes a sub-committee look at this issue
 - The current subcommittee must
 - Limit & focus topics covered
 - Prioritize current topics before adding new
 - A different HR subcommittee is needed
 - A discussion followed
 - Can Paylocity help or can an HR firm be hired as consultants
 - Kate Pratt, Hope, Diane will research hiring a consultant company
 - This issue will be addressed in regard to wage increase during the October board meeting.
- From Library of Michigan –
 - MLA Michigan Right to Read -- <https://www.mirighttoread.com/>
 - Site also includes a Resources Page to help combat challenges against Intellectual Freedom, Freedom to Read and Equality, Diversity, and Inclusion Issues in Libraries
 - Anne Seuryneck will attend the October meeting to cover this topic.
- Lois Kovell Estate
 - Patron Lois Kovell named the library as a beneficiary
 - The Will's 2nd & final disbursement was received
 - \$94,000
 - Deposited to Huntington Bank PayPal account
 - The Board needs to decide where to put the money
 - A discussion followed
 - Libraries are restricted on where they may invest
 - A different bank may be needed
 - Investment policy will cover this decision
 - What is legal?
 - Anne Seuryneck will advise
- Meeting Room Use Policy and Application Form
 - Suggested that a poster size "Check List" be displayed in the meeting room.
 - Shelly Wagnitz made a motion to accept the Meeting Room Use Policy and Application Form as presented and Kate Pratt seconds. All approved and motion passes.
- Policy Changes from Policy Subcommittee:
 - Americans with Disabilities Act (ADA) Policy
 - See Attached
 - Kate Pratt made a motion to accept the Americans with Disabilities Act (ADA) Policy as presented and Kate Robertson seconds. All approved and motion passes.
 - Patron Behavior Policy -- TABLE
 - Library Program Policy -- TABLE
- 2022 Livingston County Trustees & Directors Meeting
 - PCPL will host again this year
 - Hybrid meeting will be offered
 - Food Truck will be available on location. Hope will research food truck options.
 - Possible Dates: Thursday, Oct 27 & Wednesday Nov 9, Thursday November 10, and Wednesday, November 16 are open dates
 - The Board needs to choose one
 - Consider construction & bad weather
 - Times 6:30-8:30 might start earlier at 6pm
 - Topics: "Equality" or "Challenges to library materials" or "Trustee responsibilities to the 1st Amendment"

OLD BUSINESS:

- CDC COVID-19 Tracker: Livingston County at “Medium Rate of Community Level Transmission” and 21.2% test positivity results (Risk Level E in MiSafeStart Map as of August 11, 2022)
- New CDC COVID-19 Community Checker - <https://www.cdc.gov/coronavirus/2019-ncov/science/community-levels.html> -- Livingston County Measure: **Medium** (About 11.8% new COVID-19 admissions per 100,000 population)
- Review of COVID-19 Pinckney Library Policies:
 - Face covering encouraged and
 - Social distancing requirements
 - Remove social distancing requirement
 - Repost as “encouraged”

NEW BUSINESS:

Reports:

- + Library Progress Report
 - Final Reporting due for Community Foundation for SE Michigan regarding the library’s new water fountains—Submitted to CFSEM on August 10th
 - N. Howell Street Construction Update
 - See attached
 - Update on ARPA Equipment Grant—all laptops have now been delivered. We, however, are debating on what to do with Microsoft Office as Volume Licensing is no longer being made available through TechSoup
 - Food Truck Friday – August 19th from 12pm-6pm—Hope asked for Board Volunteers to help because Sara C won’t be available. Shelly W. agreed to sign up and help for that day
 - Open Part-time Library Assistant Position—Hope is looking for a library assistant that has been open since Jack Stewart retired
 - Youth Summer Reading Program ends August 20th, final program was “Under the Sea Concert”, Wednesday, August 17th at 11am; Adult Summer Reading Program ends on September 6th
 - Food Drive for Farley Hill Food Pantry – August 15th – August 20th – the Library is once again helping the Farley Hill Elementary Food Pantry. Please bring in donations of dry or canned food during the week of August 15 - 20
 - Movie Showings: *Babette’s Feast*—August 31 at 6:30pm; *Ambulance*—September 28 at 6:30pm; *Everything Everywhere All At Once* – October 26 at 6:30pm; and *The Unbearable Weight of Massive Talent*—November 23 at 6:30pm
 - Changes to Adult Book Discussion
 - Book Discussion Titles (All times 6:30pm-7:30pm): August 23 - *Babette’s Feast* by Isak Dinesen; September 20 - *Someone Knows My Name* by Lawrence Hill; October 18 - *Project Hail Mary* by Andy Weir; and November 15 - *Book Woman’s Daughter* by Kim Michelle Richardson
- + Friends Group Report- Reviewed and on file
 - Start of monthly book sales August 20th from 10am-2pm – volunteers needed. Set up on Friday, August 19th starting 4:00pm. Volunteers please check in with Judy Hertz
 - School Supplies Raffle for first day of Pinckney Community Schools—raffle drawing on Monday, August 29th
 - Proposal to give Library a yearly stipend for Banned Books/Censorship Challenges was brought up by Linda Lavey
- + Treasurer’s Report- Reviewed and on file
 - Deposit of \$94,680.03 from Lois Kovell’s estate to Huntington Bank Checking Account
 - Huntington Bank Night Box option for signup
 - The Board is not interested in using this service currently
 - This option might be necessary in the future
- + Bookkeeper Report- Reviewed and on file

NEW AND ONGOING BOARD ISSUES

- Section IV – Investment Policy
 - A discussion followed
 - What can the library do with money legally?
 - Wire transfers?
 - Are credit unions allowed?
 - This is a Board issue.
 - Research is needed
 - The Board decided to wait until Anne Seurnyck can advise before a new “Investment Policy” is adopted.

CALL TO THE PUBLIC: None

Issues:

Laura Burwell planned to step down from the Library Board. Officially the Board does not have a Vice-president.

Hope has asked the Village Clerk to recommend appointing LaVerne Read for the remainder of Laura's vacated term.

ADJOURNMENT @ 11:27am

Patti Nicholson made a motion to adjourn and Kate Robertson seconds. All approve and the motion passed.

Respectfully Submitted by Jennifer Brennan, Board Notetaker

AMERICANS WITH DISABILITIES ACT (ADA) POLICY

The Pinckney Community Public Library (“Library”) is subject to the provision of the Americans with Disabilities Act (“ADA”). The ADA requires that no qualified individual with a disability shall, on the basis of a disability, be denied the benefits of local government services, programs, or activities.

I. Policy: Reasonable Accommodations

A. *Applicability.* Reasonable accommodations may be made in accordance with the law for individuals with a disability. A “disability” is defined as a physical or mental impairment that substantially limits one or more major life activities.

B. *Accommodations Requested.* Individuals needing special auxiliary aids or services or other reasonable accommodations for access to Library programs, services, activities, or meetings should make a request by contacting the Library Director within a reasonable time in advance of the needed service, program, activity, or meeting in order that arrangements may be made.

The person requesting the accommodation shall work with the Director to determine whether there is a reasonable accommodation that would enable the person to participate in the program, service, or activity at issue. This may include providing information regarding the requested accommodation to the extent such inquiries are permitted by law.

C. *Reasonable Accommodations.* The Library shall make reasonable modifications to policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the public entity can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity or impose an undue financial or administrative burden. The reasonable accommodation is not always the accommodation that is requested.

II. Policy: Service Animals

A. *Service Animals Permitted.* Animals are not permitted in the Library other than Service Animals (as defined by law) for those individuals with disabilities, those used in law enforcement or for Library programming. Service Animals are permitted to accompany individuals with disabilities in all areas of the Library where the public is allowed to go.

B. *Permitted Inquiries.* The Library is permitted to ask the person requiring a Service Animal the following questions: (i) is the animal a service animal required because of a disability? (ii) what work or task has the animal been individually trained to perform? The Library may not ask about the individual’s disability, require medical documentation, require a special identification card, or ask that the service animal demonstrate its ability.

C. *Removal of Service Animals.* A service animal may be removed for either of the following reasons: (i) the animal is out of control and the handler does not take effective action to control it; or (ii) the animal is not housebroken.

III. Policy: Reasonable Accommodations Dealing with Wheelchairs, Mobility Aids, and Other Power Driven Mobility Devices

A. *When Permitted.* Wheelchairs, Mobility Aids, and Other Power Driven Mobility Devices (“OPDMDs”) are only permitted for those who require them because of a disability. All other uses of OPDMDs inside the Library are prohibited. The Library is permitted to ask the person using the device to provide a “credible assurance” that the device is necessary because of a disability. The Library Director or his/her designee shall obtain such credible assurances if required.

B. *Where Permitted.* OPDMDs shall be permitted in all areas where patron pedestrian traffic is permitted. When not in use, OPDMD’s must be left beside the big picture windows outside the local history room. If a patron is attending a program in the program room, the mobility device/aid can be parked under the tall coat hangers.

C. *Speed.* OPDMDs shall be operated at or below the speed of walking pedestrian traffic, which is approximately 3 miles per hour.

D. *Prohibited OPDMDs.* OPDMDs that use a gas or combustion engine are prohibited from operating inside of the Library.

IV. Grievance Procedure

This Grievance Procedure is established to meet the requirements of the ADA. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability by the Library in the provision of its services, activities and programs. Please note that this policy applies to patrons and users of the Library.

A complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means for filing a complaint, such as personal interviews or a tape recording, will be made available for persons with disabilities upon request. A complaint should be submitted by the grievant or his/her designee as soon as possible but no later than 15 business days after the date of the alleged violation to:

Library Director
125 Putnam Street
Pinckney, MI 48168

Within 15 business days after receipt of a complaint, the Library Director or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 business days of the meeting, the Library Director will respond in writing and, when appropriate, in a format accessible to the

complainant, such as large print or audio tape. The response will explain the position of the Library and offer options for substantive resolution of the complaint.

If the response by the Library does not satisfactorily resolve the issue, the complainant or his/her designee may appeal the decision within 15 business days after receipt of the response to the Library Board. After receipt of the appeal, the Library Board shall hear the appeal and notify the complainant in writing and, when appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the Library Director or the Library Board of Trustees will be retained by the Library for at least three years.

PROGRESS SCHEDULE

Information required by MDOT in order to establish a construction schedule.

Distribution: Original - Project Files

FILE 101

CONTROL SECTION <u>Contract 1 N. Howell Street Reconstruction</u>	JOB NUMBER 20--0076-AB	<input checked="" type="checkbox"/> INITIAL	<input type="checkbox"/> UPDATE
PROPOSAL ITEM NUMBER	LETTING DATE 04/28/22		

OUTLINE OF PROPOSED ORDER OF WORK FOR CONTROLLING WORK ITEMS.

CONTROLLING WORK ITEM	DURATION OF CONTROLLING OPERATION	
	START (Date/Work Day)	COMPLETE (Date/Work Day)
<input type="checkbox"/> CALENDAR DAY <input type="checkbox"/> WORK DAY <input checked="" type="checkbox"/> CALENDAR DATE		
ATTACHMENT		
<input type="checkbox"/> CRITICAL PATH		
<input type="checkbox"/> BAR CHART		
<input type="checkbox"/> LINEAR SCHEDULE		
Mobilization / Traffic Control	09/06/22	09/06/22
Removals for Sewer Work	09/07/22	09/07/22
Sewer Work	09/08/22	09/25/22
Removals	09/26/22	10/2/22
Roadway Grading	10/3/22	10/16/22
Concrete Work	10/17/22	10/23/22
HMA Paving	10/24/22	10/30/22
Restoration / Pavement Mrkgs	10/31/22	11/6/22
Final Cleanup	11/7/22	11/14/22
Substantial Completion	11/15/22	11/15/22
Final Completion	06/15/23	06/15/23

REMARKS

N. Howell Street Reconstruction

CONTRACT COMPLETION 06/15/23 WORKDAYS	Conformance with progress clause and proposal (Maintain traffic requirements) <input checked="" type="checkbox"/> Yes	
OPEN TO TRAFFIC DATE(S) 11/15/22 WORKDAYS	Overlapping dates? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, If yes, attach justification.	
A + B bid? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, If yes, enter date(s): _____	If A + B bid or rental (lane/bridge/ramp), is schedule in accordance with contract? <input type="checkbox"/> Yes	
Lane/Bridge/Ramp rental <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Incentive/ Disincentive? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
CONTRACTOR NAME (PRINT) Steve Strasser	LOCAL AGENCY	DATE
CONTRACTOR SIGNATURE	DATE 07/19/22	MDOT APPROVAL - CONSTRUCTION/PROJECT ENGINEER (Signature)
		DATE