

PINCKNEY COMMUNITY PUBLIC LIBRARY HYBRID BOARD MEETING
FEBRUARY 15, 2024
9:30 AM
HYBRID BOARD MEETING MINUTES

Present: Kate Pratt, President; Kate Robertson, Treasurer; Shelly Wagnitz, Vice President; Patti Nicholson, Secretary; Judy Wismont, Trustee; Hope Siasoco, Director; Sara Castle, Youth Librarian/Assistant Director; and Karen Sala, Staff Liaison

CALLED TO ORDER at 9:30 am.

President's Announcement regarding Public Comment Section

PUBLIC COMMENT none

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**

✚ **READING OF MINUTES FROM DECEMBER 21, 2023 HYBRID ANNUAL BOARD MEETING**

✚ **PRESENTATION OF BILLS:**

- December 21-31, 2023 Bills for Review
- January - February 2023 Bills for Review

Kate Pratt motions to approve consent agenda. Seconded by Kate Robertson. All approved and motion carried.

SPECIAL ISSUES

- REPORT
 - Village of Pinckney Board Term of Appointment for Renewal—Judy Wismont for February 1, 2024
 - State Aid Reporting for 2022/2023 FY was submitted to the State of Michigan on February 29, 2024
- For Discussion/Consideration – Materials Selection Policy. Discussion concerning if existing materials selection policy should be updated. Consensus was to maintain existing policy.
- 2024 Michigan Library Advocacy Day – Tuesday, April 16
 - Board Members planning to attend: Kate Pratt
- Request to move May Board Meeting to May 23, 2024 at 9:30am. Kate Robertson motions to move the regularly scheduled May board meeting to May 23rd at 9:30 am. Shelly Wagnitz seconded the motion. All approved and motion carried.
- Pinckney PNC Bank Closing in April 19, 2024. Cash and checks are deposited weekly. This includes coins so it must be deposited at a bank location not atm. Discussion ensued concerning the library's banking needs. Research on banking alternatives will continue.

OLD BUSINESS:

- Update Library Recarpeting Project – Punch List Items have now been completed.
- Update on HVAC RTU damaged by 2023 hailstorms. Additional damage to the roof was noticed during the insurance inspection. Contractor's quote that covers the additional damage is substantially higher than the payment from the insurance. Staff will continue to work with contractors and insurance company to cover storm damage.
 - Possible changes to building insurance April/May 2024

NEW BUSINESS:

Reports:

✚ Library Progress Report

- Update: Additional Cisco Meraki wireless access point for Big Program Room and updating all the licenses for current Cisco Meraki – Wireless Access Point has been purchased from TLN Cooperative (Total: \$3,371.47 for 1. Meraki MR46 Wi-Fi 6 Access Point, and 2. Five Meraki MR enterprise license for 5yrs)
- Update on 2024 Staff Dinner
 - Date: Saturday, February 3, 2024 at 5:00pm
 - Place: Captain Joe's Grill in Whitmore Lake

- Tech Help Update—twice a week starting Tuesday, January 9, 2024 @ 2:30pm-5:30pm and Friday, March 1, 2024 @ 2:30pm-5:30pm (ends on Tuesday, March 26 and Friday, March 29)
- Seed Library Collection—Thank you to Patti Nicholson for securing a donation of seeds from High Mowing Organic Seeds, Seed Savers Exchange, Baker Creek and Fedco Seeds. Showed Seed Library Collection to Jenny Speyer from MSU Extension Office, who offered to share possible Gardening/Farming related programs
- Notes from the Library of Michigan Directors' Meeting on December 8, 2023 and February 9, 2024. Highlights:
 - Hope is participating in the 2024-2025 UMSI Cohort Project – Post-Pandemic Public Library (Pinckney Library is in Cohort 3)
 - Trustee Training Opportunities available. Please check links in the notes to sign up
- Update on Library Events:
 - Baby Time Storytime on Mondays at 10am
 - Family Story Time on Tuesdays at 11am
 - Kids Knit & Crochet on Thursdays at 12pm-1pm
 - Crafty Chix Knitting Group on Thursdays at 12pm-2pm
 - Seva Yoga – every Fridays from 10:30am-11:30am until March 23, 2024
 - Know Your Water Activity Bags for K-5th grades—Give away bags provided by MDHHS – February 16-17
 - Celebrate Children's Authors: Aaron Reynolds on Wednesday, February 7, 2024 at 6pm-7pm
 - Build It! on Saturday, February 10 at 10am-12pm
 - Off the Shelf Book Discussion—Tuesday, February 20, 2024 from 6:30pm-7:30pm; February's book title: *Hidden Pictures* by Jason Rerulak
 - Family Bingo Night on Thursday, February 22, 2024 at 6:30pm-7:30pm
 - *Keeper of the Lost Cities* Discussion and Activities on Thursday, February 29 at 6:30pm-7:30pm

✚ Friends Group Report—Reviewed and on File

✚ Bookkeeper's Report—Reviewed and on File

✚ Treasurer's Report –Reviewed and on File

- Donations of Note: Mr. & Mrs. Donald Johnson, donated \$100 in memory of Judy Carney, for Pinckney Library Board of Trustee
- Kate Robertson reported on the CDs at Bank of Ann Arbor. Funds from one large CD will become available in April. These funds can be reinvested in another CD or fund a larger project. The goal was to spread out the maturation dates of each CD so funds are available quarterly.

Issues:

NEW AND ONGOING BOARD ISSUES

- Personal Time Off Proposal Changes: Kate Robertson motions to approve Employee Handbook Section 9: Employees Benefits, Subsection B: Sick Leave and Personal Days as presented by the Policy Sub-committee. Kate Pratt seconded. All approve and motion carried. (See attached)
- Other Employee Handbook Revisions--Tabled

CALL TO THE PUBLIC--None

ADJOURNMENT—Kate Robertson motioned to adjourn the meeting. Shelly Wagnitz seconded. All approve and meeting adjourned at 11:00 am.

Respectfully submitted,

Patti Nicholson, Secretary

B. SICK LEAVE AND PERSONAL DAYS

Paid sick and personal days are a means of ensuring that an employee will not suffer undue loss of income in the event of a personal illness or disability. Leave days are defined as days an employee is absent from work because of illness or injury, personal business, dental or medical appointments that cannot be arranged on the employee's day off, mental health day, or illness of a family member. All employees, excluding substitutes and interns, are eligible for paid Sick/Personal time off.

- 1. Employees will be allotted the following Sick/Personal days:
 - 1.1. after the 90-day probationary period and up to 5 years of employment: 4 days**
 - 1.2. after 5 years and up to 8 years of employment: 5 days**
 - 1.3. after 8 years of employment: 7 days****
- 2. Sick/Personal time will be paid at the rate of 8 hours per day for full time employees. Sick/Personal time will be paid at the rate of 4 hours per day for part time employees.**
- 3. Sick/Personal days do not accumulate year to year.**
- 4. There is no payout of unused Sick/Personal days at the end of the year.**
- 5. Upon termination of employment, unused Sick/Personal leave will be forfeited and not paid.**
- 6. A record of Sick/Personal days will be maintained in the Human Resources/Attendance Recorder kept in the administrative office.**
- 7. If the employee will be absent, the employee must call the Library's circulation desk (734-878-3888), during operational hours, to alert staff on duty that they will not be coming in to work so that the posted work schedule can be adjusted for the day.**
- 8. If the Director will be absent, he/she is to call the Library's circulation desk (734-878-3888), during operational hours, to alert staff on duty so that he/she can be taken off the posted work schedule.**
- 9. Employees are eligible for sick leave without pay with the approval of the Director.**
- 10. In the extreme case that no library employee can conduct library services, a sign is to be placed on the library door stating when the facility will reopen.**