

**PINCKNEY COMMUNITY PUBLIC LIBRARY HYBRID BOARD MEETING**  
**AUGUST 15, 2024**  
**9:30 AM**  
**HYBRID REGULAR BOARD Draft Minutes**

**CALL TO ORDER 9:31 AM**

Present: Kate Pratt, President; Kate Robertson, Treasurer; Shelly Wagnitz, Vice-President; Patti Nicholson, Secretary; Judy Wismont, Trustee; Hope Siasoco, Director; Tyra Schmitter, Staff Member; Sara Castle, Youth Librarian/Assistant Director, and Jennifer Brennan, Note Taker.

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/JbZBfHEmfhJgq8R7> or email: [hsiasoco@pinckneylibrary.org](mailto:hsiasoco@pinckneylibrary.org) or during the time of the meeting.

**CONSENT AGENDA**

 **CORRECTION/ADDITIONS TO AGENDA**

- Change of Position Title for Tyra Schmitter—from current “Web Administrator” to “Public Service & Technology Support Coordinator” to “Public Services & Technology Support Manager”
- Highlights from Library of Michigan Directors Meeting Notes – July Meeting
  - Incorrect bullet points - remove

 **READING OF MINUTES FROM JUNE 20, 2024 BOARD MEETING**

 **PRESENTATION OF BILLS:**

- July 2024 Bills for Review
- August 2024 Bills for Review
  
- Kate Pratt made a motion to accept the Consent Agenda as corrected and Shelly Wagnitz seconds. All approved and motion passed.

**SPECIAL ISSUES**

- Account Set Up for Bank of Ann Arbor
  - Adding Patti Nicholson, Secretary, to all Bank of Ann Arbor Accounts
    - Patti Nicholson must go in person to the Ann Arbor branch and sign signatory card
  - Closing Huntington Bank PayPal Account and Opening “Investment Checking” (rename to “Investment/Credit Card Checking”—refer to August 2024 Treasurer’s Report)
  - Change Deposit Account on PayPal from Huntington Bank to Bank of Ann Arbor “Investment/Credit Card Checking” Account
  - The account that is used to accept credit card payments must remain separate from “Operations” Checking Account
  - Kate Robertson will speak with a Bank of Ann Arbor banker to confirm the steps to change the accounts and to get Patti Nicholson added to the necessary accounts.
  - Kate Robertson made a motion to add Patti Nicholson to all Bank of Ann Arbor accounts, to change the bank account into which PayPal/Credit Card Acceptance is being deposited to a combined “Investment/Credit Card Checking” Account at Bank of Ann Arbor then once complete, to deposit any of the remaining funds from the Huntington Bank PayPal Account into the new “Investment/Credit Card Checking” Account at Bank of Ann Arbor and close the Huntington Bank account. Kate Pratt seconds the motion. All approved and the motion passed.
  - REPORT – Closed all accounts with PNC Bank and Closed Bank of Ann Arbor Savings Account and Deposited all balanced amounts from both PNC and Bank of Ann Arbor Savings to Operations Checking Account.
- General Ledger Changes – Clarifying Categories for Payroll Reporting
  - Paylocity uses specific category labels
  - Dianne, our bookkeeper, would like the library to standardize Chart of Account and Payroll categories to be more specific and to match Paylocity’s labeling
  - New PTO law requires specific categories
  - See attached email

- Kate Robertson made a motion to allow Diane Gonzales to change the payroll general ledger reporting categories to match Paylocity and to separate out PTO into “AOG” and “Bereavement” in Paylocity reporting and Patti Nicholson seconds. All agreed and the motion passed.
- Campbell Auditing - 3-year agreement for FY2024, FY2025, and FY2026
  - The Board directed the Library Director to research other options for auditing by talking to other library directors and to report back at the next meeting.
- New Michigan Sick Leave and Minimum Wage Law
  - Called ESTA
  - Paid Time Off (PTO) law takes effect in February 2025
  - Paid sick and personal time off will be earned at the rate of 1 hour per every 30 hours worked
  - All PTO will be recorded on paycheck stubs
  - PTO will rollover
  - Employee maximum use per year is 72 hours (9 eight-hour days)
  - The library needs to change the method of accounting for time
  - New law does not affect FMLA
  - As written, this includes hourly and salaried employees
  - Details may change as the legislation is finalized
  - The library will modify its policy to match the new law once ESTA is finalized
- PCPL Wage Scale 2024 – 2026
  - Subcommittee Hope Siasoco & Kate Pratt to adjust the wage scale to align with the new minimum wage law
  - Proposal from subcommittee will be brought to the board in November
- REPORT: MLA Webinar on Electric Vehicle Chargers at Libraries on July 11—Judy Wismont
  - 3 types of charging stations
  - Recommend medium tier
  - Federal money is available through grants
  - Charge individuals for use of chargers
  - The Director will talk to the Village about the experience of having a public EV charger
- Notice of AGM Merger – from PFM, Library Bond Auditors
  - APPROVED

#### **OLD BUSINESS:**

- UPDATE: HRA Transition – from Brokerage to Trust
  - *Charles Schwab* might not be willing/able to manage the transition
  - *Matrix* can manage the trust quickly
  - Library prefers automatic withdrawal instead of written checks
  - Cut checks directly to employees
  - *Charles Schwab* has until August 20, 2024 to provide a resolution
- The Library Director was given permission to pay electronically or use “Priority Mail” from USPS as needed to pay bills
- UPDATE: Livingston County Trustees & Directors Meeting
  - Hosting Library: Cromaine Hartland District Library
  - Tentative Date: Thursday, September 26 (evening)
  - Speaker: Nick Tanzi, The Digital Librarian

#### **NEW BUSINESS:**

##### **Reports:**

- ✚ Library Progress Report
  - Installation of new and upgraded A/V equipment for the Big Program Room is scheduled for the week of August 26 – 30
  - Change of Position for Tyra Schmitter—from “Web Administrator” to “Public Services & Technology Support Manager”
  - New Library Assistant Job Opening
  - BUILDING COORDINATOR REPORT
    - HVAC Update—need Board Approval for Additional HVAC Work from D&R Heating and Cooling: PROP.C.01 Pinckney Library. 125PutnamSt.Pinckney.24.08.12
    - Patti Nicholson made a motion to accept the D&R proposal for repair to RTU #2 & #3 for \$197.00 and RTU #1 for \$2579.00 and Kate Robertson seconds. All approved and motion passes
    - Water Meter and Billing Issues with Village of Pinckney
      - The newly installed meters had the incorrect multiplier
      - Billing has been adjusted

- Highlights from Library of Michigan Directors Meeting Notes – July Meeting
- Highlights from Library of Michigan Directors Meeting Notes – August Meeting
  - Every Library Report on Project 2025 & Libraries
  - Michigan Paid Leave and Minimum Wage Changes (See attachments)
  - How to Handle Closed Session Minutes & FOIA
- Library is looking into allowing Text Notification for Verso
- REMINDER: Youth Summer Reading Program Ends on Thursday, August 15; Adult Summer Reading Program is currently ongoing and ends September 3<sup>rd</sup>—prize drawing after September 3<sup>rd</sup>
- REMINDER: The Peach Truck at the Pinckney Library Parking Lot at 8:30am-10:30am on Fridays, June 7, June 28, July 19, August 9, and August 30
- Pinckney Library partnered with People’s Church’s MEGA Sports Camp this year—the organizers borrowed some of our SportsPort Equipment
- Update on Library Events:
  - Baby Time Storytime on Mondays at 10am-11am from June 24 – August 20, 2024
  - Family Story Time on Tuesdays at 11am – 12pm from June 25 – August 21, 2024
  - Therapy Dogs Rock with Rich & Pamela Hoose at 11:30am – 12pm from June 18 – August 21, 2024
  - Crafty Chix Knitting Group on Thursdays at 12pm-2pm starting June 6, 2024
  - Light It Up! Kids Craft Adventure on Thursday, August 1 from 3pm-5pm
  - Kids Knit & Crochet Program returns in the Fall and Winter starting Thursday, August 8 at Noon – 1pm
  - Family Movie Matinée—Trolls Band Together on Wednesday, August 14 from 3pm-5pm
  - Big Bubble Dance Party—CSRPR Prize Party on Thursday, August 15 from 3pm-5pm
  - Fall 2024 Puzzle Swap & Sale on Saturday, August 17 from noon-2pm: Puzzle Swap from noon-12:30pm; Puzzle Sale from 12:30pm-2pm (Puzzle donations accepted: August 5 – 16)
  - Youth Summer Reading Prize Pickup—week of August 19 – August 24
  - Off the Shelf Book Discussion—Tuesday, August 20, 2024 from 6:30pm-7:30pm; August’s title: *Dictionary of Lost Words* by Pip Williams
  - Late Season Gardening with Barbara Gregerson from MSU Extension—on Wednesday, August 21 from 6:30pm-7:30pm (Registration required as space and materials are limited. A hands-on activity will be part of this program)
- ✚ Friends Group Report- Reviewed and on file
  - Big Book Sale Follow Up Meeting – Thursday, June 20 at 6:30pm
  - August 15 is Book Sale Set Up; August Book Sale—Saturday, August 17 from 10am-2pm
- ✚ Bookkeeper’s Report- Reviewed and on file
- ✚ Treasurer’s Report- Reviewed and on file

**Issues:** NONE

**NEW AND ONGOING BOARD ISSUES**

- Other Employee Handbook Revisions—TABLED

**CALL TO THE PUBLIC**

Jennifer Brennan asked the Director to get information from the Village about insurance and liability coverage for public EV charging stations.

**ADJOURNMENT 11:14**

Judy Wismont made a motion to adjourn and Shelly Wagnitz seconds. All approved and the motion passes.

Respectfully Submitted by Jennifer Brennan, Board Notetaker



## Clarifying Categories for Payroll Reporting

Dianne Gonzalez

Tue, Aug 6, 2024 at 9:19 PM

To: Hope

Hope,

I spoke with Paylocity this afternoon, and they are still reviewing the changes to Sick Leave & Wages 2025. They said information would be forthcoming. We also went over PCPL Payroll codes and decided the following codes should be added to clarify future reporting. Right now, PTO is used to describe AOG and Bereavement, but listing the categories out separately provides more clarification. (Suggested changes are highlighted in yellow.)

<u>Paylocity Current</u>	<u>Paylocity Proposed</u>
Vacation	Vacation
Sick	Sick
Holiday	Holiday
<b>PTO (everything else)</b>	<b>AOG</b>
	<b>Bereavement</b>

With that in mind, I suggest that our General Ledger and Budget reporting follow the same breakdown:

<u>PCPL Current Reporting</u>	<u>PCPL Proposed Reporting</u>
705.0 Payroll - Employee Benefits	705.0 Payroll - Employee Benefits
705.20HRA	705.20HRA
<del>705.30Vacation/Personal/Holiday</del>	<b>705.30Vacation</b>
	<b>705.32Personal/Sick</b>
	<b>705.34Holiday</b>
<b>705.50Employee Paid Time Off</b>	<b>705.50AOG</b>
	<b>705.52Bereavement</b>
705.60Employee Assistance Prog.	705.60Employee Assistance
705.80Employee Group Ins.	705.80Employee Group Ins.
705.90Employee 401-K	705.90Employee 401-K

Thank you,  
Dianne



# Minimum Wage Changes for Michigan Public Libraries- An Overview

Improved Workforce Opportunity Wage Act, 2018 PA 337  
In effect February 21, 2025

The following FAQ will provide basic information on the act. Please note that this is new legislation and certain aspects may be unclear until implementation and/or until clarification by The Labor and Economic Opportunity Department (LEO). Libraries should consult their attorneys before implementing policies and programs based on this new law.

## What does the law do?

The law restructures the minimum wage program in Michigan and establishes new minimum hourly amounts that must be paid to workers.

## Who does the law apply to?

All employees over the age of 16, including employees covered under the Fair Labor Standards Act (FLSA) See 29 USC 206 IF the Federal Minimum Wage would pay less than the amount required under this act. (Section 10(1))

Most Michigan public library employees would fall under this provision because public libraries are “public agencies.”).



The act would NOT apply to:

Employees exempt from the minimum wage provisions of the Fair Labor Standards Act.

Employees under 20 years of age may be paid a “training wage” for the first 90 days of employment in lieu of the full minimum wage required under the act.

Employees under 18 years of age can be paid 85% of the general minimum hourly wage established under the act.

### What will be the minimum wage rate?

February 21, 2025 (originally 2019): The minimum hourly wage will be \$10.00 plus the state treasurer’s inflation adjustment, using July 31, 2024, as the endpoint for that calculation. The tip credit will be 48% of minimum wage.

February 21, 2026 (originally 2020): The minimum hourly wage will be \$10.65 plus the state treasurer’s inflation adjustment, using July 31, 2024, as the endpoint for that calculation. The tip credit will be 60% of minimum wage.

February 21, 2027 (originally 2021): The minimum hourly wage will be \$11.35 plus the state treasurer’s inflation adjustment, using July 31, 2024, as the endpoint for that calculation. The tip credit will be 70% of minimum wage.

February 21, 2028 (originally 2022): The minimum hourly wage will be \$12.00 plus the state treasurer’s inflation adjustment, using July 31, 2024, as the endpoint for that calculation. The tip credit will be 80% of minimum wage.

February 21, 2029 (originally 2023 and after): The state treasurer shall calculate the inflation-adjusted minimum wage as set forth in 2018 PA 337, § 4(2). The tip credit will no longer exist.

(Section 4(1) as amended by the MI Supreme Court is *Mothering Justice v. Attorney General*, No.165325, 7/31/2024 viewed 8/8/2024 at

[https://www.courts.michigan.gov/4a2778/siteassets/case-documents/uploads/opinions/final/sct/165325\\_115\\_01.pdf](https://www.courts.michigan.gov/4a2778/siteassets/case-documents/uploads/opinions/final/sct/165325_115_01.pdf)



HOWEVER, In October of each year, when the state treasurer reviews the inflation rates, if the unemployment rate for the preceding year is 8.5% or higher, the minimum wage will be frozen at the existing level and there will be no increase for the upcoming year.

## Additional Resources

[Michigan Employers Alert: Major Changes to Sick Leave and Minimum Wage Effective Feb 2025](#) Overview of changes by Foster, Swift, Collins & Smith law firm.

[Minimum Wage Amendment - 2018 overview](#) by Library of Michigan (summary of the same text except for wage changes made by court in ruling).

[What to know about Michigan's pending minimum wage changes](#), Bridge Michigan, 7/31/2024

[Mothering Justice v. Attorney General, no. 165325, July 31, 2024](#) Michigan Supreme Court opinion which reinstated law in its original form

[29 USC 206](#) (Minimum Wage under the FLSA) via Cornell Legal Information Institute



# Paid Leave Changes for Michigan Public Libraries

## An Overview

### “The Earned Sick Time Act” 2018 PA 338 In effect as of February 21, 2025

The following FAQ will provide basic information on the act. Please note that this is new legislation and certain aspects may be unclear until implementation and/or until clarification by The Labor and Economic Opportunity Department (LEO). Libraries should consult their attorneys before implementing policies and programs based on this new law.

#### What does the law do?

Mandates the provision of paid leave to all employees by entities employing any paid workers. “Small” entities of under 10 paid workers may offer part of the required minimum accrual as unpaid leave. Entities with 10 or more paid workers must offer the required minimum only as paid leave. The law also specifies the requirements under which the employers must permit leave to be taken.

#### Who does the law apply to?

All employers in the state including “any person, firm, business, educational institution, nonprofit agency, corporation, limited liability company, government entity, or other entity that employs 1 or more individuals”. U.S. Government employers are not included (Section 2(g))

“Small Business” = An entity that has less than 10 paid workers.

“Other Employers” = Entities that have 10 or more paid workers at any time in a calendar year.



### Which employees are eligible?

“Employees” = Any individual engaged in service to the employer in the business of the employer”(Section 2(f)):

This means that ANY paid worker must be included in the paid leave program:  
Full-Time, Part-Time, Temporary, Seasonal, Independent Contractors, etc.

There are no eligibility requirements other than being a paid worker. An employer MAY require new employees to wait 90 calendar days after beginning employment before using accrued leave time (but time must start accruing on day 1 of employment) (Section 3(2))

### How much leave must be available?

Small Employers – 40 hours of paid leave per calendar year must be available to be accrued by each employee AND 32 hours of unpaid leave per calendar year must be available to be accrued by each employee.

Paid leave must be able to be used before unpaid leave. Paid leave is accrued before unpaid leave.

Other Employers - 72 hours of paid leave per calendar year must be available to be accrued by each employee (Section 3(1)(a),(b),(c))

### How does accrual work?

Leave is accrued by all employees at the rate of at least 1 hour per 30 hours of work. Every employee is not required to actually accrue the full amount of available leave in a 12 month period. The amount accrued by each employee will depend on the number of hours worked. The accrual rate is the same no matter what the employer has as a standard for a week’s work (i.e.: 40 hours, 35 hours, 37.5 hours, etc.). (Section 3(1)(a),(b),(c))

### What if we already have a leave system that provides the same or more leave?

If an employer already has in place a system of paid leave that provides as much or more paid sick leave than is required by the act, and which accrues at the same or at a greater rate that prescribed by the act, and if the administration and use of that time is in compliance with the act, then the existing system will likely be considered in compliance with the act. (Section 3(5) of act)



## What if we combine sick leave and vacation (non-sick) leave into one type of leave?

For purposes of the act, "paid leave" includes but is not limited to paid vacation days, personal days, and paid time off (Section 3(5) of act)

## What types of restrictions or requirements can an employer implement for the taking of paid leave?\*

In addition to the imposition of a 90 day waiting period after hire before accrued leave can be taken (Section 3(2))

If the employee's need to use earned sick time is foreseeable, an employer may require the employee to submit up to 7 days before the start of the anticipated sick leave advance notice of the intention to use earned sick time. "If the employee's need for the earned sick time is not foreseeable, an employer may require the employee to give notice of the intention as soon as practicable." (Section 4(2))

"Earned sick time may be used in the smaller of hourly increments or the smallest increment that the employer's payroll system uses to account for absences or use of other time." (Section 4(3))

For earned sick time of more than 3 consecutive days, an employer may require reasonable documentation (such as a form or note signed by a doctor or medical provider) that the earned sick time has been used for a purpose described in the act. Upon the employer's request, the employee must provide the documentation to the employer in a timely manner. (Section 4(4))

**\*NOTE** - This list is likely not exclusive. Libraries wishing to impose additional or different restrictions or requirements on paid leave are strongly urged to consult their attorney before implementing policy.