

**PINCKNEY COMMUNITY PUBLIC LIBRARY HYBRID BOARD MEETING**  
**FEBRUARY 20, 2025**  
**9:30 AM**  
**HYBRID REGULAR BOARD MEETING DRAFT MINUTES**

**CALL TO ORDER 9:30 am**

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

ABSENT: None

President's Announcement regarding Public Comment Section

**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](mailto:hsiasoco@pinckneylibrary.org) or during the time of the meeting.

**CONSENT AGENDA**

 **CORRECTION/ADDITIONS TO AGENDA**

 **READING OF MINUTES FROM JANUARY 16, 2025 HYBRID REGULAR BOARD MEETING**

 **PRESENTATION OF BILLS:**

- February 2025 Bills for Review
- Shelly Wagnitz asked about the bill on line #805. This is Square/PayPal fees
- Kate Pratt made a motion to accept the Consent Agenda as presented and Judy Wismont seconds. All approved and motion passed.

**SPECIAL ISSUES**

- Proposed Sick Leave and Personal Days Policy in compliance with Earned Sick Time Act (ESTA)
  - 2 parts to the New Policy
  - Part 1: What needs to be changed for policy to be compliant
    - Updated version is in packet
    - Start and end date has been added in #3
      - February 21 to February 20
    - According to the lawyers the date could not be January
    - In #1 add the wording "paid vacation time" "all paid time off as stated in the employee handbook"
    - Front loading of PTO is not possible because it becomes too hard to remain in compliance
    - Scheduling can remedy hour counts
    - PTO currently have/own:
    - In #8 add the words: "the employer" to the first sentence.
      - Judy Wismont made a motion to accept the Sick Leave and Personal Days Policy in the Employee Handbook as amended and Kate Pratt seconded. All approved and motion passed.
      - Final version see attached
  - Part 2: Transition into the New Policy and Implementation
    - A discussion Followed
    - Gift PTO hours to employees to cover transition
    - Costs incurred are necessary to implement the new policy
      - Shelly Wagnitz made a motion to implement a temporary "Sick Leave and Personal Days" policy where each employee will fall off the former "Sick Leave and Personal Days" policy as their anniversary date is reached. In addition, every employee will receive a one-time benefit of 8 PTO hours for part-time employees and 16 PTO hours for full-time employees which will expire 2-20-2026. Kate Robertson seconds All approved and motion passed.
- MeL eResources Training for new library staff members
  - Request to close the library for 2 hours
  - Proposed First Choice Date & Time: Friday, April 25, 4pm – 6pm
  - Kate Robertson made a motion to close the library for staff training and Patti Nicholson seconds. All approved and motion passed.

## OLD BUSINESS:

- Update on HRA Transition from Charles Schwab to Brokerage Trust Account
  - Officially transitioned
  - The board would like an update in April

## NEW BUSINESS:

### Reports:

- ✚ Library Progress Report
  - Free building filters (10) from Michigan Department of Health & Human Services (MDHHS)
  - Book Proposal to include Pinckney Community Public Library
  - Governor Whitmer Proposes Delay of Wage and Paid Leave Laws to Push for a Deal
  - Submitted State Aid Report for FY 2023-2024 to Library of Michigan on January 28, 2025
  - Friends sponsored: "I Love My Library" Gift Reward for Checkout – February 10 – 15, 2025 (Thank you to volunteer Jennifer Brennan for putting the gift bags together)
  - Notes from Library of Michigan Directors Meeting on Friday, February 14, 2025
    - Highlighted Portions to Look At:
      - Federal Funding Update
      - Minimum Wage & ESTA Update
      - Law
  - FY 2024 PPT Reimbursement Correction Process
  - Sandy Mills' family designated monetary donations in memory of Sandy Mills to the Pinckney Library
  - Update on Library Events:
    - Baby Time Storytime on Mondays at 10am – weekly (January 13 – March 17)
    - Family Story Time on Tuesdays at 11am – weekly (January 14 – March 18)
    - Crafternoons on Friday, February 14—project: Basket Weaving—from 2-3:30pm
    - Monthly Evening Story Time at 7pm—Wednesday, February 19, 2025
    - Crafty Chix Knitting Group on Thursdays at 12pm-2pm
    - Monday Kids Knit & Crochet—3pm-4pm weekly from February 3 – 24, 2025
    - Friday Kids Knit & Crochet—2pm – 3:30pm weekly from February 7 – 28, 2025
    - February Mindfulness Meditation with Denise Johnson on Wednesdays at 11am – 11:45am
    - Gentle Yoga with Lisa Willis twice a month—the second and fourth Friday (except February 28) from 10:30am-11:30am from January 10, 2025 – April 25, 2025
    - Books & Beats Concert Series (Livingston County Youth Librarians Partnership) – Friday, February 14, 2025 at 6:30pm at 242 Community Center
    - Indoor Snowball Fight! – Monday, February 17, at 2pm – 3pm
    - Off the Shelf Book Discussion on Tuesday, February 18 from 6:30pm-7:30p - February Double Feature: *The Boy in the Striped Pajamas*/*All the Broken Places* by John Boyne (offered In Person and via Zoom)
    - Evening Family Storytime on Wednesday, February 19, at 7pm – 7:30pm
    - Genealogy Workshop with Katherine R. Willson: Navigating the Historical & Genealogical Treasures Within Repositories: Libraries, Archives, & More—Wednesday, February 5 from 6:30pm-8pm (Registration required; offered In Person and via Zoom) Rescheduled from January.
    - Build It! - Saturday 11am-12pm on February 22
    - Genealogy Workshop with Katherine R. Willson: Resources for Genealogical Research in Foreign Countries - Wednesday, February 26 from 6:30pm-7:30pm (Registration required; offered In Person and via Zoom)
    - Family Bingo Night! – Thursdays, 6:30pm-7:30pm on February 27, 2025
- ✚ Friends Group Report- Reviewed and on file
  - No Book Sale and No Friends Meeting in February
  - Next Book Sale is March 15<sup>th</sup> on St. Patrick's Day
    - (NOTE: Will also coincide with 2025 Spring Puzzle Palooza)
- ✚ Bookkeeper's Report- Reviewed and on file
- ✚ Treasurer's Report- Reviewed and on file
  - CD Ladder: Kate Robertson will update in March
  - Donations of Note:
    - \$60 in Memory of Sandy Mills from Forrest (Dale), Julianne, and Jacqueline Mills
    - \$25 in Memory of Sandy Mills from Tammy & Gary Beal

Issues: NONE

## NEW AND ONGOING BOARD ISSUES

- 2025 “Ghosthunt” Fundraiser
  - April 12, 2025
  - 4:30 pm – 10:30 pm
  - Title: Haunted History Tour and Paranormal Investigation at the Pinckney Library
  - Outline Proposal for Board Consideration
  - Price per attendee is \$65.00
- Employee Handbook Revisions - TABLED
- EV Charging Stations at Libraries (ONGOING DISCUSSION)
- Library Director’s Role/Responsibilities & Library Board Expectations of the Library Director
  - Role of Director
    - Note: Article 6 in by-law, numbering needs to be corrected
    - 2018 spreadsheet is very specific on duties. See attached
    - Director needs to be visible in the library
    - Director must be onsite a minimum of 24 hours out of 40 open hours
    - The director must have the agenda ready and posted 3 days prior to the board meeting
    - The board will do a formal review of the director annually in October
  - Judy Wismont made a motion to change the by-law to include that the director will post the agenda 3 days before the board meeting and Kate Pratt seconds. All approved and the motion passed.

**CALL TO THE PUBLIC:** Tyra Schmitter thanked the board for all the work they do for the library.

**ADJOURNMENT 12:03pm**

Shelly Wagnitz made a motion to adjourn and Kate Robertson seconds. All approved and the motion passed.

Respectfully Submitted by Jennifer Brennan, Board Notetaker

## B. SICK LEAVE AND PERSONAL DAYS

All employees are eligible for paid Sick/Personal time off.

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 a mental or physical health condition or injury, personal business, dental or medical appointments for themselves or a family member. Leave may also be taken for the purpose of meetings at a child's school or place of care. In the case of an employee or an employee's family member being victimized by domestic violence or sexual assault, Leave Days may be used for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.

The definition of a family member is any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Leave pay may also be used in the case of Library closure due to a public health emergency.

1. Employees will accrue 1 hour of Sick/Personal Time for every 30 hours worked. Hours worked will include all Paid Time Off as described in the Employee Handbook.
2. Sick/Personal Time will accrue during the 90-day probationary period. Employees must complete the 90-day probationary period in order to begin using earned Sick/Personal Time.
3. Sick/Personal days accumulate year to year, however a maximum of 72 hours Sick/Personal time may be used in any one year. The smallest increment of Sick/Personal time off an employee may request is 0.25 hours. One year shall be defined as February 21 through February 20 for all current employees. As new employees are added, the definition of a year will be from start date to anniversary date.
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 not be paid. Any balance upon separation would be reinstated if reemployment occurs within six months.
6. A record of Sick/Personal days earned/used will be maintained for at least 3 years.

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.

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.

8. If the need for earned Sick/Personal time is foreseeable, an employer may require advance notice, not to exceed seven days prior, of the intention to use the earned Sick/Personal time. If the need for earned Sick/Personal time is not foreseeable, the employee should give notice of the intention as soon as possible. Deciding what is possible is dependent on the unique facts and circumstances of each situation, and the parties should approach this requirement with reasonable minds.

9. If unsure, the Director or designee may ask additional questions about the nature of the leave to determine if the leave meets the eligible uses. The confidentiality of health, domestic violence, and sexual assault information about an employee or his or her family member will be maintained and cannot be disclosed to others without the employee's permission.

10. Retaliation against an employee for using their Sick/Personal Time shall not be permitted.

11. A claim may be filed with the Wage and Hour Division of the State of Michigan within 3 years if the employee believes there has been a violation of the Earned Sick Time Act. An investigation will be completed, and mediation attempted, if appropriate. If a violation is found, the Department may award all appropriate relief including but not limited to payment of all earned sick time improperly withheld, all damages incurred by the complainant as a result of violation of this act, back pay, and reinstatement in the case of job loss.

In addition to the civil remedies afforded to affected employees, an employer who fails to provide earned sick time is subject to a \$1,000 administrative fine. An employer who willingly violates the posting requirement is subject to a \$100 administrative fine for each separate violation.

Claims may be filed online at [www.michigan.gov/wageclaim](http://www.michigan.gov/wageclaim), in-person at a Wage and Hour Division office (see website for locations); or a form may be requested by calling 855-464-9243 (4MI-WAGE). Claim forms are available in English, Spanish, and Arabic.

12. Employees are eligible for sick leave without pay with the approval of the Director.

13. In the extreme case that no library employee is available to conduct library services, a sign is to be placed on the library door stating when the facility will reopen.

## Director's Responsibilities

### Function

#### Business and Financial Management

accounting	
budgeting	
	establish annual budget parameters
	set employee salaries
	establish purchasing policies
	approve operational purchases
	present budget to board
	adopt annual budget
cash flow management	
	forecast annual needs by month
	provide for funding to match needs
	maintain positive cash flow
	manage in house finance processing system
property management	
	maintain insurance coverage
	major repairs
	minor repairs
	emergency repairs
building, renovation, expansion	
administration	
	expend funds according to policies
	maintain expenditures within budget
	manage day-to-day operations

#### Fundraising

planning strategy	
proposal writing	
	seek grants and donations
	accept major gifts
benefits and events	
solicitation	
research re: sources	
	run fund drive
manage donors and gifts acknowledgements	

#### Personnel

hire, supervise, evaluate subcontractors & consultants	
determine staff positions	
hire, supervise, evaluate staff	
benefits and compensation	
	recommend benefit plan
	provide total staff compensation in budget
	administer staff benefits & compensation

#### Board Development

evaluation of members	
candidate identification and recruitment	
	learn trends and issues
orientation and training	

membership structure & requirements
identification of membership needs
education of legal requirements for members
committee structure and operations

### **Planning**

assist development of mission/mission statement
determine long term goals
establish short term goals & objectives
strategic plan creation
research / data collection / survey community
vision for future
monitoring and evaluation
analysis of comparable libraries

### **Communications/Image/PR**

public relations
lobby on local level
lobby on state level
publicity
community relations
link to community & library

### **Service Delivery**

provide services
adopt service policies
evaluation
volunteer activities
new program development

### **Adult Services Librarian**

Collection Development & Maintenance for all Adult Areas of Collection
Program development, implementation, evaluation & statistics
Adult Services Librarian committee representation
Reference/Circulation/Computer Assistance