

Phoenicia Library Board of Trustees

Minutes from Library Board Meeting on Sept. 17, 2020 (5:30 p.m.) (via Zoom)

Minutes prepared by Holly George-Warren

Present: Holly George-Warren; Bernie Handzel; Bethia Waterman; Karin Connelly; Becca Frank; Jen Montalbano; Director Liz Potter.

Agenda: Bernie made a motion to approve revised agenda with an addition of a vote to accept the Sick Leave Benefits policy required by NYS law and a new business item, Becca 2nded; all in favor.

Sick Leave Benefits Policy

In compliance with New York State Law, effective September 30, 2020, the library provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

*** Regular full-time employees**

Full-time (35 hours per week) employees will accrue sick leave benefits at the rate of 5 days per year. Sick leave benefits are granted January 1st each year.

Paid sick leave can be used in minimum increments of one-half hour.

***Part-time employees**

Effective September 30, 2020, part-time employees will accrue paid sick leave at a rate of one (1) hour for every 30 hours worked, up to 40 hours each calendar year. Leave may not be used until January 1, 2021.

Paid sick leave can be used in minimum increments of one-half hour.

Employees may use sick leave benefits for the following reasons:

- Mental or physical illness, injury, or health condition of the employee or an employee's covered family member, regardless of whether such illness, injury, or health condition has been diagnosed or requires medical care at the time of the request for leave;
- For diagnosis, care or treatment of a mental or physical illness, injury, or health condition of, or need for medical diagnosis of, or preventive care for, such employee or such employee's family member; or
- For an absence from work for reasons when the employee or employee's family member has been the victim of domestic violence, a family offense, sexual offense, stalking, or human trafficking.

Family member includes employee's child (biological, adopted or foster child, a legal ward or a child of an employee standing in loco parentis), spouse, domestic partner, parent (biological, foster, step- or adoptive parent, a legal guardian of an employee, or a person who stood in loco parentis when the employee was a minor child), sibling, grandchild or grandparent; and the child or parent of and employee's spouse or domestic partner.

Employees who are unable to report to work due to any of the above stated reasons should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

In the event of a prolonged illness or injury, a physician's statement may be required verifying the disability and its beginning and expected ending dates.

As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must

apply for any other available compensation and benefits, such as workers' compensation. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation or disability insurance programs. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Unused sick leave benefits accrue up to 50 days (either 350 hours for fulltime or 250 hours for part time).

Sick leave is not included in overtime calculations.

This supersedes and nullifies previous pandemic sick leave policy, and is separate from the Federally mandated COVID related paid benefits.

ACTION ITEM: Bernie made a motion to accept the above Paid Sick Leave policy; Karin 2nded; all in favor.

Minutes: Bernie made a motion to approve the Aug. 2020 board meeting minutes; Becca 2nded; all in favor.

Director's Report:

Curbside pickup has increased in Sept. Discussed latest REALM study about library objects and decided to keep our 3-day quarantine policy. We received \$2000 from PPE Grant from Ulster County Industrial Development Agency (IDA) for reimbursement of all our COVID-related custodial and ventilation expenses. We will file for our forgiveness for federal CARES- PPP loan approx. on Oct. 4; waiting for application from Key Bank. New State Minimum Standards for the Library will go into effect in 2021, to be reported on in 2022. Liz discussed the 2021 budget and finance committee will meet in October.

Treasurer's Report:

Jen emailed bank balances and is still sending out the checks. Bernie renewed CD – rollover on Aug. 27; transferred another CD to Rondout on Sept. 14.

Committee Reports & Friends of the Library:

None.

Old Business:

All Board members took the NYS mandated annual Sexual Harassment training.

New Business:

Participation in MHLS Board trustee training programs for the fall were discussed.

Bernie a motion to adjourn; Karin 2nded it; all in favor.

Next Board meeting is Thursday, Oct. 15, 2020 @ 6:30pm (via Zoom if not in person)

Meeting adjourned at 7:59 pm.