

Phoenicia Library Board of Trustees

Minutes from Library Board Meeting on Oct. 15, 2020 (6:30 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; HGW 2nded; all in favor.

Minutes: Bernie made a motion to approve the Sept. 2020 board meeting minutes with a revision; Karin 2nded; all in favor.

Director's Report:

Everyone read the report.

Bernie had a question about the Backpack Food program for children.

Curbside pickup is increasing on Nov. 1, adding Thur. and adding an hour to each day.

Treasurer's Report:

Jen emailed bank balances.

Jen & Bernie discussed some revisions on financial report.

Liz said Rose would like to get access to Community Bank account.

Committee Reports

Finance Committee Report:

Bernie said that the 2021 budget for salaries, among other issues, was discussed in preparation for 2021 budget. More discussion will follow and be reflected on forthcoming 2021 draft budget.

Old Business:

ACTION ITEM: Bernie made a motion to adopt the Paid Sick Leave policy outlined below; Bethia 2nded; all in favor.

In compliance with New York State Law, 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 library-provided 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.

New Business:

Preparing for Future Phases of Library Opening:

Our next phase would be Phase 3-limited patron use.

Bethia discussed her visit to a library that had reopened, with safety protocols in place, and brought up a discussion of our plans for opening to the public in the future.

Bernie mentioned that we have good airflow in our library. Advisability of plexiglass around the desk was discussed.

Also, do we have a need to reopen at this time? Are patrons asking for this?

Becca thinks the answer of when to reopen should be staff dependent. Jen said the school situation should be a factor.

We will get input from the public and discuss further at next meeting.

Liz said the public response to curbside has been positive. Some patrons have said they'd like to browse.

Annual appeal letter:

Jen requested that we email her with ideas for the letter (thematic ideas, sample appeals letters etc.) **by Oct. 23.**

Karin, Liz & Becca offered to be on the committee to meet the week of Oct. 26th up to Nov. 2.

Jen will contact Jane S. to get info about new people in our area who can become engaged with our library.

Public Comment: None.

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

Next Board meeting is Thursday, Nov. 19, 2020 @ 6:30pm (via Zoom if not in person)

Meeting adjourned at 7:23 pm.