



October 15, 2020

**To: Plymouth District Library Board**

**From: Carol Souchock, Plymouth District Library Director  
Robyn Lowenstein, HR and Business Administrator**

**Re: Personnel Committee 10/10/20 Recommendations**

---

The following topics were discussed at the October 10, 2020 and the Personnel Committee is recommending the board consider the following:

**Staff Hiring Freeze and Upcoming Retirements:**

The board had requested a hiring freeze until the 2021 budget was resolved.

We currently have the following positions unfilled:

1.5 FTE or 40% of our youth/teen staff positions unfilled – 1 FT Youth Librarian and 1 PT Teen Librarian

1 FT IT Manager

1 PT Marketing – director recommendation that we not fill this position

Upcoming Retirements:

Susan Stoney, FT Marketing and Community Outreach

Jim Lafferty, PT Facilities (daytime)

All of these positions are included in our 2020 and 2021 budget except for the PT Marketing which is not included in the 2021 Budget because we have created a social media team and have hired contract assistance to help with our online newsletter.

*Recommendation that the above positions (except for the PT marketing position be filled) to stabilize library staffing and allow us to move towards 7 day service in 2021.*

### **Staff Raises in 2021**

Staff last received raises in January of 2019 and the most recent market analysis by Merces recommends an average raise of 2 % for each of the last two years. Total average raise recommended is 4.1% to catch up to the market.

The entire Merces Report will be distributed to the board this week and presented at the November 2020 board meeting.

Raises have been included in the proposed 2021 budget.

*Recommendation that the board move forward with approving these raises as part of the budget process effective January 1, 2021.*

### **Overtime Pay for Sunday Hours in 2020 and 2021**

Per our employee manual staff working on Sunday are paid time and a half. We offer them paid time or comp time.

When we closed the board provided direction that no staff should be paid overtime.

Currently limited reference staff work on Sunday's presenting our Rhapsody music programs once per month and our night time facility person works on Sunday doing extra COVID-19 cleaning.

*Recommendation that we follow our employee manual and provide time and half on Sunday's now that the library is open.*

In addition the following topics were addressed and director Souchock will provide an update on them:

### **Current Furloughs**

The majority of our page staff continues to be furloughed for a few hours each week due to the library's previous 25% occupancy limits. Now that the library's occupancy has increased to 50% the HR Administrator and the Page Supervisor will be looking at this situation and consider the elimination of furlough's.

Biggest challenge in expanding page hours is how to provide them with their normal scheduled hours and limit their interaction with the public for safety reasons when the library is open.

### **Library Hours Analysis**

Our current library hours were selected based on the need to provide daytime, night time, and Saturday library use options and significant periods of time without patrons in the building to allow staff to catch up on the large quantity of returns. Now that we are caught up with the returns director Souchock is conducting a patron survey and is analyzing current foot traffic to consider hour adjustments.

**FT MERS and VEBA Benefit Changes for New Hires**

2021 budget includes three full time openings (youth librarian, marketing and community outreach, and IT manager) with our current benefit plan. The financial impact of changing benefits to these plans are being analyzed and will be presented to the Personnel committee shortly with the expectation that benefits will be changed for these future FT positions. A variety of options will be considered, with associated costs defined, including a Defined Contribution, Hybrid, and 457.