



**June 11, 2020**

**To: Plymouth District Library Board**

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

**Re: Library Staffing During Curb Side and Staff Wages During Building Closure**

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Robyn and I are starting to bring additional staff, in this order, back to work at the library as they are needed to implement the library's next stages of service:

1. Facilities (Jim) - Saturday June 13 (focusing on outside of the library)
2. Circulation Leadership Staff Prep for Curbside – Friday, June 19
3. Clerks/Leadership Team for Curbside Service – Monday, June 22

Due to the HVAC project we cannot occupy the building yet so these staff will be working predominately in receiving to setup and run Curbside Service.

Curbside Hours will be:

Monday – Friday from 6 – 9 pm

Saturday and Sunday from 10 am – 5 pm.

We plan on bringing our clerks back to work on site for approximately half of their regular scheduled hours each week.

The hours we can provide this service are limited due to the HVAC duct work project taking place weekdays. This limits the number of staff we can have in the building and when they can be there. State regulations will continue to limit the number of staff and patrons that can be in the building at any one time.

I expect to bring additional staff back in all departments by late July to assist in reopening the library soon afterwards.

The next group of staff to return to work in the library will be the pages to assist in the return of the 25,000 books and other library materials currently checked out.

While the building is closed our staff continue to work from home to support library services. As you can see from the attached department reports they are focusing on very success online programming, communications, reference service (phone and email), purchasing requested

eBooks, website and social media engagement, etc. They continue to do an outstanding job expanding our online presence, engaging with our community, and responding to community needs. It is because they are working from home that we are able to continue to offer library services and expand upon our online offerings.

Staff continues to work from home supporting the library and are now expanding their hours here at the library. I am asking that you continue staff wages during our ongoing closure to assist in maintaining library services. I continue to seek pay roll assistance programs to offset these expenses.

Our personnel manual states during weather and emergency conditions “employees who have not reported to work may be notified and may be paid for scheduled hours.”  
Thank you for your consideration of this request.

RESOLVED BY \_\_\_\_\_, SECONDED BY \_\_\_\_\_, TO  
APPROVE STAFF REGULAR WAGES WHILE THE LIBRARY BUILDING IS CLOSED  
THROUGH AUGUST 3.  
AYES \_\_\_\_\_ NAYS \_\_\_\_\_