



May 15, 2020

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

Re: Library Staff Wages During Building Closure

While the building is closed our staff continues to work from home to support library services. We are depending on them to help us respond to community needs. They have been doing an outstanding job expanding our online presence.

At the March, 2020 board meeting you made the decision to maintain staff wages, including subs, for their regular scheduled hours through April 21. Appropriately, this did not include any extra Sunday hours that staff would have normally worked.

At the April, 2020 board meeting you made the decision to maintain staff wages, including subs, for their regular scheduled hours through May 31.

Our staff is greatly appreciative of the support our board has provided them.

You also decided to revisit this topic at our next board meeting. When we met last month we did not know how long the building would be closed and unfortunately at this time that is still unknown. Realistically I expect that the library building will remain closed for some time and that when we reopen it will be in stages for the safety of both our patrons and staff.

While we don't have a pandemic policy per our personnel manual during weather and emergency conditions "employees who have not reported to work may be notified and may be paid for scheduled hours."

I am asking that you continue staff wages during our ongoing closure while I seek pay roll assistance programs to offset these expenses.

As this situation progresses I understand that Robyn and I may be directed to pull the personnel committee together and develop various options with them for full board consideration. Please know that we will support the board in every way possible just as we are supporting our staff through this process.

Thank you for your consideration of this request.

RESOLVED BY _____, SECONDED BY _____, TO
APPROVE STAFF REGULAR WAGES, INCLUDING SUBS, WHILE THE LIBRARY
BUILDING IS CLOSED THROUGH JUNE 30.

AYES _____ NAYS _____