



April 19, 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 are still working. As you see from my previous report our staff have been working extremely hard to support library services during our building closure. We are depending on them to help us transition very quickly to changing community needs.

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.

Our staff is greatly appreciative of the support our board has provided them. Robyn and I thank you on behalf of them. Just saying thank you doesn't seem like enough. Please know that you have helped them immensely over the last month as they deal with these challenging times.

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. Their wages are included in our current budget and we do not expect to see any significant budget changes for this year due to the COVID-19 situation. We will see some increased expenses for supplies and cleaning but those are expected to be partially offset by other reductions such as utilities. Our library, like other organizations, will be looking at our 2020 budget closely and determining what projects should move forward and which will be canceled. As I bring those recommendations to you the offsetting cost reductions will be included for your consideration. This will help you make future decisions.

Please know I am aggressively researching and seeking pay roll assistance programs to offset the cost of wages for the hours our employees are not working during our closure. At this point there are no confirmed programs that fit governmental organizations of our size and type but the federal government is expected to release additional local government support for wages soon. As we can see from pay roll assistance programs supporting businesses the employers are expected to maintain wages to be eligible. I expect programs to support government organizations will set the same standards.

To assist in our applications we will start to gather weekly reports from staff on the number of hours they are scheduled to work and breaking that time down into the hours they are working and the hours they are not working. This information will be required to apply for these programs.

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_____.
AYES _____ NAYS _____