



**July 18, 2020**

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

**Re: Library Staff Wages**

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At the June 16, 2020 board meeting the board decided to furlough pages and clerks for all hours not worked and maintain wages for all other employees who have the ability to work from home through August 3.

The board had been considering payment of staff wages on a monthly basis while the library was closed. We expect the library to reopen for limited services via our Grab and Go, Limited Building Access stage 4 of service on July 29, 2020.

I am requesting that the board approve a similar motion regarding staff wages moving forward pending any significant changes from the State of Michigan.

If the State of Michigan, or other local government authorities, makes changes that will impact the opening of the library the board will be asked to revisit payment of wages in a special board meeting.

Last month I shared that I brought staff, in this order, back to work at the library for limited hours as they were 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

State regulations will continue to limit the number of staff and patrons that can be in the building at any one time

We have started the process to bring back pages to work in the library to assist with the return of materials effective July 27, 2020.

Clerks have already been brought back to work in the library starting late June to providing curbside service.

We are starting to bring other staff including our reference staff (librarians, interns, and reference assistants), technology staff, etc. into the library in late July in preparation to reopen the library on July 29.

Due to the state regulations on library occupancy I may not be able to bring staff back to work at the library for their full amount of hours at this time. Many of them will continue to support the library while working from home as required by current state regulations and approved by the board in our Library Reopening Policy last month.

Even after we open many of our staff will continue to work from home:

- providing reference service and engaging with our community via phone, email and chat
- supporting our online Summer Reading Program – Summer Connections
- supporting our online presence via the web and social media
- designing and implementing online programs for all ages

RESOLVED BY \_\_\_\_\_, SECONDED BY \_\_\_\_\_, TO  
APPROVE STAFF REGULAR WAGES EXCEPT FOR PAGES AND CLERKS GOING  
FORWARD WHILE THE LIBRARY BUILDING IS OPEN FOR PUBLIC SERVICE.  
AYES \_\_\_\_\_ NAYS \_\_\_\_\_

RESOLVED BY \_\_\_\_\_, SECONDED BY \_\_\_\_\_, TO  
APPROVE REGULAR WAGES FOR PAGES AND CLERKS FOR HOURS WORKED  
GOING FORWARD.  
AYES \_\_\_\_\_ NAYS \_\_\_\_\_