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3 **PAW PAW DISTRICT LIBRARY**
4 **BOARD OF TRUSTEES MEETING**
5 January 20, 2025

6 President Brian Wiersma called the regular monthly meeting of the Paw Paw District Library
7 Board of Trustees to order at 700 PM at the Paw Paw District Library.

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9 Board members present: Brian Wiersma, Suzanne Miller, Catey Bolton, Julie Pioch, Krystal
10 Seibert; Absent: Sherry Bennett, Jeremy Davison

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12 Staff Present: Jennifer O'Donnell

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14 Public: Kristin Ely, Jim Miller

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16 **PUBLIC COMMENT**

17 Jim Miller of the Friends of the Library mentioned the Friends will meet this week for their
18 monthly meeting and that the recently started book club is a success so far.

19
20 **MINUTES**

21 A motion was made by Seibert and seconded to approve the regular meeting minutes of the
22 December 16, 2024. The motion was adopted.

23
24 **FINANCIAL REPORT**

25 The monthly financial report included:

- 26 • A custom summary report for December 2024 showing total income of \$67,220.99
27 and total expenses of \$86,874.64 for a net income of -\$19,653.65.
- 28 • Profit & Loss Budget vs. Actual income and expenses January 1, 2024 through
29 December 31, 2024.
- 30 • Balance sheet as of December 31, 2024, showing total liabilities and equity of
31 \$1,478,934.17.
- 32 • A custom summary report for December 2024 of the PPDL Debt Fund showing net
33 income of \$5,730.82
- 34 • Balance sheet as of December 31, 2024 of the PPDL Debt Fund showing total
35 liabilities and equity of \$85,863.51.
- 36 • Report of T-Bill maturity date and yield February 2024 through December 2024.
- 37 • A list of bills to paid for the period of 12/1/2024 to 12/31/2024 with total
38 expenditures to be paid \$86,874.64. Included in the list were wages of \$36,952.76
39 and fringe benefits of \$7,844.23.
- 40

41 A motion was made by Miller and seconded to pay the bills as presented for the period of
42 12/1/2024 to 12/31/2024 with total expenditures to be paid of \$86,874.64. The motion was
43 adopted with a roll call vote (Yes: Suzanne Miller, Catey Bolton, Brian Wiersma, Krystal
44 Seibert, Julie Pioch; No: None).

46 **LIBRARY DIRECTOR REPORT**
47 Director Evans provided a written report of her activities for the month, an update on
48 library operations and programs and PPDL Statistics for the month of December.

49
50 **COMMITTEE REPORTS**

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52 **Buildings and Grounds: No Report**

53 **Finance: No Report**

54 **Policy and Bylaws: No Report**

55

56 **Personnel and Nominating:** Met on January 13 to discuss nominations for officers for the
57 board and updates to some of the sections of the Employee Handbook to meet the
58 requirements of the new Michigan Earned Sick Time (ESTA) Leave Act.

59

60 On behalf of the committee, Bolton moved to adopt the revisions to the Employee
61 Handbook as follows to go into effect February 21, 2025. The motion was adopted with a
62 roll call vote (Yes: Suzanne Miller, Catey Bolton, Brian Wiersma, Krystal Seibert, Julie Pioch;
63 No: None).

64 The final version of the policy as amended is as follows:

65 **MISSION STATEMENT**

66 The Paw Paw District Library is dedicated to ~~creating~~ *strengthening* community by providing
67 access to quality resources, and ~~materials, technology, and services while inspiring a passion~~
68 ~~for reading and~~ inspiring lifelong learning in a welcoming environment.

69 ...

70 **Employment Classifications**

71 **Full-Time Employees**

72 The normal workweek will constitute 40 hours per week. Full-time employees will
73 receive full fringe benefits as outlined in the policy after a 90-day probation period.

74

75 **Part-Time Employees**

76 The normal workweek will be at least 20 hours per week. Part-time employees will
77 receive partial fringe benefits after a 90-day probation period.

78

79 **Restricted Employees**

80 Restricted employees will include student personnel, those working a variable
81 schedule, and those working less than 20 hours a week. ~~Restricted employees will not~~
82 ~~be eligible for fringe benefits.~~

83 **Restricted Employees age 16 or 17 may work:**

84 Not more than 5 hours continuously without an unpaid 30-minute meal or rest
85 period

86 No more than 24 hours in one week when school is in session

87 No more than 40 work hours in one week when school is not in session

88 ...

89 **Work Schedules**

90 The Library does not guarantee employees a certain minimum number of hours, a certain
91 maximum number of hours, or particular shifts or days off. The needs of the Library dictate

92 work schedules. Full-time staff members are required to take turns working a Saturday
93 rotation.
94 Work schedules are created for the month and distributed to employees during the month
95 prior. It is the responsibility of each employee to review their upcoming schedule and inform
96 the Director and scheduler of any errors. ~~Pages should fill out a Schedule Availability Sheet~~
97 ~~early in the prior month.~~ Regular staff *Full and part-time employees* should fill out a pink
98 **Schedule Change Request Form** as far in advance of a planned absence as possible.
99 *Restricted employees should give their availability to the scheduler early in the prior month.*
100 Staff members attending off-site meetings should complete an orange **Off-Site Meeting**
101 **Request Form** before the meeting date. Both forms should be submitted to the Director for
102 approval.

103 ...

104 **Sick Leave**

105 ~~Sick Leave is available at hire. Sick Leave for full-time employees is credited at 10 days per~~
106 ~~year. Part-time employees' sick time is prorated according to their average weekly hours.~~
107 ~~Restricted employees do not receive sick Leave. Sick Leave may be taken on an hourly basis.~~
108 ~~Any employee who has taken three consecutive sick days may be asked to obtain a~~
109 ~~physician's release upon returning to work. Unused sick Leave can be carried over into the~~
110 ~~next year and can accumulate up to a maximum of 100 days.~~

111 *The Library offers all employees paid Sick Leave in accordance with the Michigan Earned*
112 *Sick Time (ESTA).*

113

114 *Use*

115 *Sick Leave may be used for the following medical or personal reasons:*

- 116 *(1) the employee's personal illness, injury, health condition or preventative care;*
- 117 *(2) a family member's illness, injury, health condition, or preventative care;*
- 118 *(3) reasons related to the employee's or family member's victimization by domestic*
119 *violence or sexual assault (including the employee's or family member's need for*
120 *medical care or psychological or other counseling for physical or psychological*
121 *injury or disability; to obtain legal services or services from a victim services*
122 *organization; to relocate due to domestic violence or sexual assault; or to*
123 *participate in civil or criminal proceedings related to or resulting from such*
124 *violence or assault;*
- 125 *(4) meetings at the employee's child's school or place of care related to the child's*
126 *health or disability or the effects of domestic violence or sexual assault on the*
127 *child;*
- 128 *(5) the closure of the employee's primary workplace or the employee's child's*
129 *school/place of care due to public health emergency; or*
- 130 *(6) where the appropriate health authorities or the employee's healthcare provider*
131 *has determined that the employee's or family member's presence in the*
132 *community would jeopardize the health of others due to the employee's or family*
133 *member's exposure to communicable disease.*

134 *"Family members" for whom employees may take Sick Leave time include:*

- 135 *• Child (biological, adopted, foster, step, legal ward, child of a domestic partner,*
136 *and other child to whom the employee stands in loco parentis)*
- 137 *• Parent (an employee's or employee's spouse or domestic partner's: biological,*
138 *foster, stepparent, adoptive, legal guardian and an individual who stood in loco*
139 *parentis when the employee was a minor child)*

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- *Sibling (biological, foster, and adopted)*
- *Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship*

Responsibilities

*Employees must notify the Director of any need to take paid Sick Leave, including absence, late arrival, or early leaving, and submit a pink **Schedule Change Request Form**. Employees must submit the form 7 days in advance for foreseeable events. If giving 7 days' advance notice is impossible, employees must notify the Director as soon as it is practicable.*

*Employees who have been absent more than 3 consecutive days may be asked to provide documentation to substantiate that their use of Sick Leave was for purposes covered by the **ESTA**.*

Procedure

- 1. Full-time employees will receive 80 hours of Sick Leave on January 1.*
- 2. Part-time employees whose regular workweek is over 20 hours per week will receive a prorated amount of 80 hours of Sick Leave on January 1, based on their regular annualized work schedule.*
- 3. Restricted employees whose regular workweek is under 20 hours per week or who work a variable schedule will accrue Sick Leave at the rate of 1 hour for every 30 hours worked beginning on January 1.*
- 4. For this policy, a year is defined as January 1 through December 31.*
- 5. Sick Leave is available upon hire for full and part-time employees. Restricted employees may use Sick Leave when it is accrued.*
- 6. Newly hired full and part-time employees will receive a prorated number of Sick Leave hours for the year, depending on the month the employee was hired.*
- 7. Employees may use Sick Leave in increments as small as 15 minutes.*
- 8. Payment for Sick Leave will be computed at the employee's base wage.*
- 9. An employee's use of Sick Leave will be credited as "hours worked" for the purposes of computing overtime or determining eligibility for this benefit.*
- 10. Accumulated but unused Sick Leave hours will carry over into the next year.*

Termination and Sick and Vacation Time Earned

If an employee who has worked for the Library for a minimum of five years voluntarily terminates their employment, the employee will be paid \$25 for each fully accrued but unused sick day up to a maximum of 100 days (1 day = 8 hours). The employee will also be compensated for vacation hours accrued in the current year at their regular hourly rate. Employees will not be paid for holiday or personal hours or partially accrued sick or vacation days when they leave the Library.

~~An employee whose employment is terminated by the Library may not be eligible to receive compensation for earned sick and vacation time.~~

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Snow/Inclement Weather

The Library will be closed in the morning if the Paw Paw Public Schools are closed due to inclement weather, or the Director or designee has determined that the Library should be closed. Staff should assume that the Library will open at noon and report at 11:30 a.m. if they are scheduled for work. Pages may report at noon.

188 closed. Staff should assume that the Library will open at noon and report at 11:30 a.m. if they
189 are scheduled for work. Pages may report at noon.
190 The Director or designee will inform the staff individually if the Library will not open at
191 noon.
192 The Director or designee will contact Channel 3 to add the library closure to public notices.
193 Staff will be compensated for scheduled work time while the Library is closed. *Employees*
194 *who can work from home are expected to do so.*
195 Staff who begin work before being informed of the closure will receive compensation time
196 for the period worked.
197 Staff who cannot make it in or leave before official closing time must use leave time for
198 hours not worked.
199 If extreme weather hits in the afternoon or on a Saturday, the person in charge will decide if
200 the Library needs to close and will, if necessary, inform the Director. They should notify EPS
201 security of the closure by calling 1-800-632-8767, post the closure on Channel 3 and the
202 website, and post a sign on the front door.
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204 **BOARD MEMBER REPORTS**

205 Seibert reported on the success of the puzzle making contest.
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207 **NEW BUSINESS**

208 Election of Officers: Brian Wiersma was elected as President, Julie Pioch was elected
209 Secretary and Catey Bolton was elected as Treasurer.
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211 Committee assignments for 2025

212 Buildings and Grounds: Miller, Wiersma, Davison

213 Finance: Bolton, Seibert, Pioch, O'Donnell

214 Personnel and Nominating: Davison, Bolton, Bennett

215 Policy & Bylaws: Seibert, Pioch, Bennett
216

217 Capital Improvement Plan Assignment: It was moved by Pioch and seconded to assign
218 \$100,000 to the Capital Improvement Plan for 2025. The motion was adopted with a roll call
219 vote (Yes: Suzanne Miller, Catey Bolton, Brian Wiersma, Krystal Seibert, Julie Pioch; No:
220 None).
221

222 Charlie Maxwell Picture: After discussion, it was moved by Miller and seconded to accept
223 the donation of the Charlie Maxell picture from the Maxwell family and for the library staff
224 to determine its final disposition. The motion was adopted.
225

226 The meeting was adjourned by Chair Wiersma at 7:45 PM.


Brian Wiersma, President

Date Approved: 2/17/2025