

On August 16, 2021, the BDL Personnel Committee met in a hybrid meeting at 4:00pm.

Trustees attending were Ben Jewell, Tom Lowande, and Martha Watson.

Others attending were John Rucker, Kimberly Feltner, and Jessica Tefft.

Discussion topics included the open Children's Services Coordinator Position, the form for performance evaluations, 2022 budget as it related to personnel, and a number of questions about the [Employment Handbook](#).

The PTO Usage question required input from our Library attorney, so that recommendation was made via email consultation with the remaining two committee members after Tom Lowande's resignation date of 8/31/2021. The question of Library staff on Friends Groups was similarly handled after Tom's departure.

The Committee recommends that the full Board consider adopting the following:

### **BDL Credit Card**

In the Handbook on page 23, Jessica Tefft is authorized to *use* the BDL credit card, but must currently use the card that is issued either to John or Kimberly. The Committee recommends that the Library be authorized by the Board to request a BDL card on our account issued in Jessica's name.

### **Handbook: Reimbursements**

Chapter 6 of the Handbook, "Expense Reimbursements", currently has the following on page 23, paragraph 4:

Itemized, dated receipts for all expenses, except for incidental expenses, must be attached to the reimbursement form. The receipts should be cash register generated and include the place, date, time of the purchase, and amount paid to verify the correct reimbursement amount. Final approval of all reimbursements are subject to approval by the Director of Public Services.

The Committee recommends (change in yellow):

Itemized, dated receipts for all expenses, except for incidental expenses, must be attached to the reimbursement form. The receipts should be cash register generated and include the place, date, time of the purchase, and amount paid to verify the correct reimbursement amount. **Reimbursement requests must be turned in within 30**

calendar days of purchase. Reimbursement requests for items purchased in the previous fiscal year must be turned in within the first 7 days of the new year. Final approval of all reimbursements are subject to approval by the Director of Public Services.

This change is to keep the workflow between the BDL Bookkeeper's office and our accountants smooth, especially at year-end audit time.

### **Handbook: Employees' Children at Work**

We do not currently have any concerns regarding staff bringing children to work, but our Handbook also doesn't address this issue. The Committee recommends this new policy be added as Chapter 7, section 8, "Children at Work", and bump the remaining sections of Chapter 7 forward one number:

While it is the Library's intention to be flexible and accommodating in times of individual staff need, it will be the Library's policy that children, grandchildren, or other minors under an employee's care not be permitted to accompany an employee to the Library during their regularly scheduled work period. If the minor is otherwise using the services at the Library, the employee cannot be primarily responsible for their care nor shall such minor be allowed in any non-public areas for longer than a brief visit. If an emergency situation requires the employee to bring a minor child under their care to work, the supervisor must give approval before children are brought into the building.

### **Handbook: Retirement Gifts**

On page 22, Chapter 5 Section 10 currently reads:

Employees who retire from the BDL will receive a gift according to their years of service.

The Committee recommends (change in yellow):

Employees who retire from the BDL will receive a gift according to their cumulative years of service.

This change makes clear that total time worked at BDL is what counts toward a retirement gift, not simply the most recent contiguous stint in the cases of staff who may have worked here, left, then returned.

## **Handbook: word choice**

The committee recommends making things more consistent by changing all instances of “payroll” and “pay period” to “payroll period”. This affects Chapter 3 Section 4 (page 12) and Chapter 3 Section 5 (page 13).

## **Handbook: Library Staff on Friends Groups**

Michigan campaign finance law does not allow tax dollars to be used in the pursuit of a ballot measure. Since our Friends groups do advocate for the Library at millage election time, we want to be sure we don’t run afoul of the law by having library staff on the clock doing work for the Friends.

The committee recommends that a new section be inserted in Chapter 5, after 5.9 “Service Club Membership” and will push 5.10 “Retirement Gifts” to 5.11 (page 22):

### 5.10 • Library Staff on Friends Groups

Friends groups are an important ally of the Library, but are separate from the Library . Branch Managers and the Management Team, or their designees, are permitted to attend Friends meetings on behalf of the Library in a non-voting capacity during work time. Other Library staff wishing to participate in Friends groups must do so on their own time, and they should understand that they are participating as a private citizen and not as a representative of the Library. If Friends events are during an employee’s work day, requests for PTO should be turned in and will require the usual approval of the supervisor.

## **Handbook: PTO Usage**

According to our attorney, under Michigan law, employers may decide how to handle situations where through a combination of hours worked and approved time off an employee would be paid more than the hours they are authorized to work on a weekly basis.

For example, a full-time employee takes Monday off as PTO, then works a couple of extra hours during the week to cover an unplanned absence resulting in over 42 hours on the time sheet. The employer may decide to pay the employee the extra two hours or reduce the previously approved PTO request by two hours, in effect giving the employee the PTO hours back to use another day. For budgetary planning purposes, John requested that the Board consider adopting the 2nd option of changing PTO requests as needed to avoid having staff go over authorized hours in situations like this.

Chapter 5, Section 1.4, on page 17, reads:

PTO must be taken in 15-minute increments. You must submit to your supervisor a request for advance approval to use PTO using the form or format specified by the Director. Your request will be approved if your absence can be covered. The supervisor has the right to deny or rescind usage of PTO if necessary to maintain library services.

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Submitted by John Rucker