

PAWLING FREE LIBRARY
Board of Trustees
Minutes of Meeting
April 9, 2020

Attendees: Stephanie McLaughlin, Nick Robertshaw, Karen Franco, Dennis Munnely, Amy Emke, Megan Burlington, Virginia West, Wanda Rusiecki, and Brian Avery (Director)

Absent: Susan Stone, Heather Fidler

Guest: Richard Swierat, Director of MHLS Board

Call to order: Meeting was called to order at 6:45 via zoom.

Minutes of Previous Meeting: Motion to approve March 12 and April 3 Minutes by Amy & 2nd by Virginia. All in favor.

Director's Report: A copy of the report was provided to all trustees. Move to approve the director's report by Stephanie and 2nd by Virginia. All in favor.

Treasurer's Report: A copy of the report will be provided to all trustees upon request. Move to file.

New Business:

- a. Staff Activities.
 - A Circulation Desk staff person will be reaching out to library patrons by phone.
 - Staff have been requesting permission to access the Library buildings. Motion to accept the Work Authorization Letter (granting staff brief access to the Library Building during the coronavirus lockdown, as needed) by Stephanie, 2nd by Megan. All in favor.
 - Discussion of possibility that part-time staff could assist full-time staff (programmers) with program development activities.
- b. Policy Committee Update.
 - Motion to accept a revised Travel and Conference Policy by Stephanie, 2nd by Amy. All in favor.
 - Motion to accept the Paid Leave During Closure Policy by Stephanie, 2nd by Dennis. All in favor.
- c. Budget Concerns.
 - The CARES Act. Rebekkah Aldrich of MHLS recommends that libraries not apply for grants/loans under the CARES Act if less than 15% of operating expenses are paid from money that will be lost due to the coronavirus situation. We feel that CARES Act money is limited and would better go to small businesses. Stephanie made a

motion that the Library not apply for loans through the CARES Act. 2nd by Karen. All in favor.

- Mid-Hudson Library System is currently reviewing an austerity budget.
 - Board members will send thank you letters to NYS Senator Peter Harckham and Assemblymember Kieran Lalor in appreciation for the minimal cut to library funding in the current state budget.
- d. Summer Programing.
- No teen interns will be hired this summer since programs will likely not be in person, but we could hire a program specialist to help with online programming.
 - Discussion: Could we use the labor of the circulation desk staff to help the programming staff this summer if the circulation desk staff do not have enough work that can be done from home?
- e. Trustee Education Programs. In May, there will be a series of virtual conferences for trustees through MHLS.
- f. Annual Report. Include information about the Centennial, as well as statistics from the past year. Wait until later in the year to publish the Annual Report.
- g. Free Children's Books for the Community. Discussion of possible ways to get free donated books to children in the community now that they cannot check books out of the library. Karen and Wanda will pursue this.
- h. Cleaning. Library will continue to be cleaned on the regular cleaning schedule.

Motion to adjourn by Stephanie, 2nd by Karen. Meeting adjourned at 9:00.

Respectfully submitted by: Karen Franco, Secretary

Next Meeting May 14, 2020 @ 6:45 p.m.

Travel & Conference Policy

It is the policy of the Pawling Library to reimburse employees for reasonable travel expenditures incurred in the pursuit of library business. Travel is a necessary activity for library staff to:

- 1. Carry out official business (e.g., attending meetings and conferences, special delivery or pick up of material).*
- 2. Pursue training and professional development through attendance at off-site conferences, conventions and training sessions.*

Hours Worked

Time devoted to official business or professional development will be compensated as regular work hours so long as the library director has granted prior approval for the employee to engage in said official business or professional development. Any time spent on job-related tasks while traveling is considered hours worked, even if these hours are outside the employee's normal work schedule.

The Pawling Library complies with all federal, state, and local labor laws. For questions about accurate recording of hours worked and travel time, please consult the library director.

Travel Time

For the purposes of the Travel & Conference Policy, working hours are considered 9 AM to 6 PM. Time spent traveling as part of normal work activities is considered time worked, so long as that travel occurs during working hours. Time spent in travel away from home outside of working hours is not considered hours worked. If the employee uses public transportation to carry out official business or to attend off-site training, the travel time between the employee's home and the point where he or she obtains this transportation (e.g. train station, airport, etc.) is not considered hours worked. Normal travel from home to work and travel from work to home at the end of the workday is not considered hours worked.

Travel Approvals

Prior approval from the library director is required for travel to conferences, conventions, staff training, workshops and seminars. Travel that occurs without prior approval may not be eligible for reimbursement. Requests for approval not submitted

at least 14 days prior to the intended date of travel may not be eligible for reimbursement. Travel within the town of Pawling does not require prior approval.

Allowable expenses

- Registration and event fees
- Mileage
- Tolls and parking fees*
- Lodging*
- Meals*

*Allowable expense only for travel outside of the Mid-Hudson Library System service area

Privately Owned Vehicles

Staff members using privately owned vehicles for official business will be reimbursed for mileage at the rate specified by the IRS.

Extraordinary Expenses

Requests for reimbursement of extraordinary expenses that either could not have been anticipated prior to travel or that exceed the maximum allowable rates are subject to approval before reimbursement. A letter explaining the circumstances and containing the appropriate supporting documents should be sent to the library director. A board officer will review the relevant facts and determine how to handle the matter within 60 days of the library director receiving the letter.

Special Conditions

Employees who have special travel needs not specifically addressed by these policies should notify the library director of these needs at the same time as the request for travel approval. Expenses related to special conditions may not be eligible for reimbursement if the director was not notified of these conditions at the time approval was requested.

Travel Outside the Mid-Hudson Library System Service Area

Approval to travel outside of the Mid-Hudson Library System service area may be granted by the library director. Requests for a meal per diem or lodging allowance will be subject to the discretion of the library director.

Meals

Employees traveling outside the Mid-Hudson Library System service area may request a per diem allowance for meals.

- Trips with no overnight stay qualify for a partial meal per diem of \$25.
- Trips with an overnight stay qualify for full-day meal per diem of \$75 per day.
- Per diem meal amount includes all expenses for breakfast, lunch, dinner and all related tips and taxes.

Lodging

For conventions, conference, staff training, workshops, training seminars and other trips in excess of an eight hour workday, the library may pay for a staff member's overnight lodging. When travel requires overnight lodging, the allowable cost is limited to actual reasonable expenditures.¹ Where lodging is shared with others, reimbursement will be limited to the staff member's share of the cost. Itemized hotel check-out bills must be submitted for hotel cost reimbursement.

Tolls and parking fees

Expenses for tolls and parking fees may be reimbursed at the cost incurred.

Payment Methods

Employees are encouraged to use purchase orders whenever practical. The Pawling Library will issue a check within thirty days of receipt of any valid purchase order for an approved expense. Purchase orders may be submitted in advance of actual travel dates.

Use of the library's credit card for travel and conference expenses is strongly discouraged. Library employees (including the library director) are expected to use other methods of payment whenever practical.

¹ <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Reimbursement

Employees may only be reimbursed for expenses paid out of their personal finances. Only travel expenses submitted with original receipts are reimbursable. Travel vouchers submitted without receipts or with copies of receipts will be returned to the originator to complete the required documentation. Failure of the employee to submit materials for reimbursement within 30 days of the return date of travel may be treated as forfeiture of reimbursement.

Trustee Travel

Trustees may be reimbursed for travel pertaining to official library business or library-related training and professional development.

Approval for expenditure of library funds on trustee and volunteer travel may only occur by a majority vote of the board of trustees at an open board meeting. Travel that occurs without prior board approval will not be eligible for reimbursement.

Paid Leave During Closure

When the Pawling Library temporarily closes due to a declared state of emergency, and all or some employees are instructed not to come in to work, upon a vote from the board, compensation shall continue as follows.

Staff shall be paid at their regular rate of pay. Part-time staff shall be paid for working hours equivalent to their regularly scheduled shifts.

To be eligible for compensation during a time of emergency closure or reduced hours, employees must be ready, willing, and able to work remotely on projects identified by library leadership for an amount of time commensurate with their regularly scheduled working hours, and must complete such duties as assigned. When performing tasks remotely, non-exempt employees must note the time worked by submitting timesheets which log hours spent working or by submitting documentation of the completion of approved continuing education coursework.

Approved by the Library Board of Trustees April 9th, 2020

Pawling Library

11 Broad St

Pawling, NY 12564

To whom it may concern:

[Employee name] is employed by the Pawling Library, which is not an essential business as defined by New York Governor Andrew Cuomo. As such, we have mandated that all employees work from home. However, the Library's Board of Trustees has authorized [Employee name] to access the building on a limited basis while performing his or her job duties. We have done so with the understanding that the employee will adhere to the following two stipulations:

1. Social distancing guidelines will be observed at all times.
2. Building use will be restricted to the swift and limited performance of work duties which cannot be undertaken from home.

Please direct any questions to the President of the Board of Trustees, Stephanie McLaughlin, who may be reached at (914) 474-3320, or to the Vice President, Amy Emke, who may be reached at (845) 494-2662.

Sincerely,

Stephanie McLaughlin