

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING**

5:30 PM, WEDNESDAY, JUNE 17, 2020

VIRTUAL MEETING

+1 517-317-8953, Conference ID: 241 127 124#



Mission Statement:

Empowering our diverse communities to learn, imagine and connect.

AGENDA

CALL TO ORDER

ROLL CALL

COMMUNICATIONS

PUBLIC COMMENTS ON AGENDA ITEMS

CONSENT AGENDA

1. Approval of Agenda (enc – action)
2. Approval of Minutes May 20, 2020 (enc – action)
3. Disbursements for May 2019 (enc – action)

CHAIRPERSON'S COMMENTS

PRESENTATION

1. COVID – 19 Preparedness and Response Plan/Work from Home Guidelines – Scott Duimstra (enc)

NEW BUSINESS

General

1. SER 103F Social Distancing Guidelines (enc – action)
2. July 3, 2020 Holiday Library Closure Recommendation (enc – action)
3. Appoint Board Member to Finance Committee (action)
4. Legislative Update
5. Community Contacts

Finance

1. May 2020 Financial Report (enc – action)

DIRECTOR'S REPORT

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

ADJOURNMENT

CAPITAL AREA DISTRICT LIBRARIES BOARD MEETING

May 20, 2020

Members Present: Debora Bloomquist, Margaret Bossenbery, Jeff Croff, Sandy Drake, Vern Johnson, Sally Trout

Members Absent: DeYeya Jones

Staff Present: Scott Duimstra, Jolee Hamlin, Sheryl Knox, Chelsea Koenigsknecht, Julie Laxton, Michael Moore, Thais Rousseau, Trent Smiley, Pat Taylor

Others Present: Nathan Baldermann, Timothy Bowman, David Klevorn

CALL TO ORDER

The Chairperson called the meeting to order at 5:35 p.m.

ROLL CALL

Bloomquist – Present

Bossenbery – Present

Croff – Present

Drake – Present

Johnson – Present

Jones – Absent

Trout – Present

Jeff Croff made a motion to excuse the absence of DeYeya Jones. Vern Johnson seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Trout No: (0), Absent (1): Jones. The motion carried.

COMMUNICATION

There are no communications.

PUBLIC COMMENT ON AGENDA ITEMS

There are no public comments on agenda items.

CONSENT AGENDA

I. Approval of Agenda

Sally Trout made a motion to add Executive Director Contract Extension under New Business. Jeff Croff seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Trout No: (0), Absent (1): Jones. The motion carried.

Sally Trout made a motion to approve the consent agenda as amended. Sandy Drake seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Trout No: (0), Absent (1): Jones. The motion carried.

2. Approval of Minutes April 22, 2020

The minutes of April 22, 2020 were approved by consent.

3. Disbursements for April 2020

The disbursements for April 2020 were approved by consent.

CHAIRPERSON'S COMMENTS

Board Chair Debora Bloomquist is proud of the time that she has served as the CADL Board Chair. CADL is such a wonderful organization.

NEW BUSINESS

General

1. 2019 Audit Report Presentation – Nathan Baldermann, Rehman

Nathan Baldermann presented the 2019 Audit report. Jeff Croff made a motion to approve the 2019 Audit Report Presentation. Sally Trout seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Trout No: (0), Absent (1): Jones. The motion carried.

2. Election of Officers

Debora Bloomquist appointed the following board members:

- Chair: Sally Trout
- Vice Chair: Jeff Croff
- Treasurer: Vern Johnson
- Secretary: DeYeya Jones

Margaret Bossenbery made a motion to approve the slate of officers. Sandy Drake seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Trout No: (0), Absent (1): Jones. The motion carried.

3. SER 103F Code of Conduct Social Distancing Policy

Jeff Croff made a motion to approve SER 103F Code of Conduct Social Distancing Policy. Sally Trout seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Trout No: (0), Absent (1): Jones. The motion carried.

4. Executive Director Contract Extension

Sally Trout made a motion to extend the Executive Director's contract from May 15, 2020 to July 14, 2020. Vern Johnson seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Trout No: (0), Absent (1): Jones. The motion carried.

5. Legislative Update

MLA has asked for a call to action as libraries are ready to begin curb side pickup.

6. Community Contacts

There are no community contacts.

Finance

1. April 2020 Financial Report

Vern Johnson made a motion to approve the April 2020 Financial Report. Sandy Drake seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Trout No: (0), Absent (1): Jones. The motion carried.

2. RB Digital Recommendation

Vern Johnson made a motion to approve the RB Digital Recommendation. Jeff Croff seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Trout No: (0), Absent (1): Jones. The motion carried.

DIRECTOR'S REPORT

- Annual report presentations will not take place in person due to Covid-19. Instead personalized letters written by our library heads will be mailed to the municipalities with the annual report.
- There will only be one meeting in June on June 17th.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Board Chair Debora Bloomquist reflected her likeness of CADL's new television commercial.

CLOSED SESSION

The Board went into Closed Executive Session as allowed under the Open Meetings Act. PA 127 of 1976 as last amended, to discuss Scott Duimstra's evaluation. A roll call vote was held:

Bloomquist – Present
Bossenbery – Present
Croff – Present
Drake – Present
Johnson – Present
Jones – Absent
Trout – Present

Sally Trout made a motion to move the Board into a closed session. Margaret Bossenbery seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Trout No: (0), Absent (1): Jones. The motion carried. The Board went into its closed session at 7:00 p.m.

Margaret Bossenbery made a motion to move the Board out of its closed session. Sally Trout seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Trout No: (0), Absent (1): Jones. The motion carried.

The Board returned from its closed session at 7:30 p.m.

ADJOURNMENT

Margaret Bossenbery made a motion to adjourn the meeting. Sally Trout seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Trout No: (0), Absent (1): Jones. The motion carried. The meeting adjourned at 7:33 p.m.

CAPITAL AREA DISTRICT LIBRARY DISBURSEMENTS				
May 1 through May 31, 2020				
Check No.	Payment Date	Payee	Check Amount	Description
000000051250	5/19/2020	AUDIOCRAFT PUBLISHING INC	547.75	Marketing-giveaways
000000051251	5/19/2020	ALERUS FINANCIAL	14,086.84	Retirement
000000051252	5/19/2020	ALLEGRA	1,548.13	Marketing-brochures
000000051253	5/19/2020	SYNCB/AMAZON	1,067.04	Various charged products/services
000000051254	5/19/2020	MARGARET BOSSENBERRY	281.00	Per diem, postage
000000051255	5/19/2020	THE CHRONICLE NEWSPAPER INC	350.00	Marketing-ads
000000051256	5/19/2020	CATALYST TECHNOLOGY GROUP INC	747.50	Computer software
000000051257	5/19/2020	DK SECURITY	4,821.92	Security services
000000051258	5/19/2020	DTE ENERGY	61.19	Utilities
000000051259	5/19/2020	44 NORTH	11,863.75	Insurance health claims
000000051260	5/19/2020	CHASE CARD SERVICES	6,122.27	Various charged products/services
000000051261	5/19/2020	HEALTHY & FIT MAGAZINE	325.00	Marketing-ads
000000051262	5/19/2020	CYBERFORCE Q LLC	7,819.49	Computer software
000000051263	5/19/2020	DENISE KELLY VOICE-OVERS INC	100.00	Marketing-ads
000000051264	5/19/2020	KANOPY INC	2,575.00	DVD streaming service-Apr20
000000051265	5/19/2020	LIBRARY JOURNALS LLC	956.24	Staff training
000000051266	5/19/2020	TOWNSHIP OF LEROY	3,370.00	Annual custodial service-WE
000000051267	5/19/2020	MIDWEST TAPE	36,554.54	Hoopla
000000051268	5/19/2020	MIDWEST COMMUNICATIONS	499.98	Marketing-ads
000000051269	5/19/2020	MURPHY & SPAGNUOLO PC	748.00	Legal fees
000000051270	5/19/2020	STATE OF MICHIGAN	155.00	Bldg maintenance-elevators
000000051271	5/19/2020	MIDEASTERN MICHIGAN LIBRARY COOP	51,044.37	State aid, programs
000000051272	5/19/2020	CHARTER TOWNSHIP OF MERIDIAN	217.20	Utilities
000000051273	5/19/2020	OVERDRIVE INC	20,000.00	Prepaid expense-Overdrive
000000051274	5/19/2020	RECORD AUTOMATIC DOORS INC	127.00	Building maintenance
000000051275	5/19/2020	ROTARY CLUB OF LANSING	83.00	Memberships
000000051276	5/19/2020	VILLAGE OF STOCKBRIDGE	191.76	Utilities
000000051277	5/19/2020	TOWNSQUARE MEDIA LANSING	260.00	Marketing-ads
000000051278	5/19/2020	UNUM LIFE INSURANCE CO OF AMERICA	485.79	Employee insurance
000000051279	5/19/2020	UNUM LIFE INSURANCE CO OF AMERICA	1,890.18	Employee insurance
000000051280	5/19/2020	UAW LOCAL 2256	3,275.96	Union dues
000000051281	5/19/2020	UNIQUE INTEGRATED COMMUNICATION	895.00	Chat service
000000051282	5/19/2020	VANTAGE TRANSFER AGENT	3,565.86	Employee retirement
000000051283	5/19/2020	WLAJ	640.00	Marketing-ads
000000051284	5/19/2020	WWSJ-1580	420.00	Marketing-ads
000000051285	5/19/2020	WLNS	1,905.00	Marketing-ads

000000051286	5/19/2020	WATERLOGIC INC	135.00	Miscellaneous expense-MS
000000051287	5/19/2020	WILX	5,200.00	Marketing-ads
ACH		VISION SERVICE PLAN	834.48	Employee insurance
ACH		CONSUMERS ENERGY	2,579.63	Utilities
ACH		BOARD OF WATER & LIGHT	7,763.15	Utilities
ACH		GRANGER	209.45	Trash service
ACH		T-MOBILE	3,528.00	LOT
ACH		ACCIDENT FUND	4,744.75	Wks compensation
ACH		POSTAGE	3,000.00	Postage refill
ACH		ABRAHAM WASHINGTON LLC	4,100.15	Parking-Jun20
ACH		MAXOR	6,547.14	Prescription expense
ACH		PHYSICIANS HEALTH PLAN	51,272.44	Employee insurance-Jun20
		MERS Apr20	55,350.09	Retirement
		PAYCHEX PAYROLL May 1, 2020	199,296.95	Salaries
			1,251.85	Payroll services
			16,507.19	FICA Employer Share
		PAYCHEX PAYROLL May 15, 2020	199,888.79	Salaries
			1,123.16	Payroll services
			16,502.75	FICA Employer Share
		PAYCHEX PAYROLL May 29, 2020	203,367.08	Salaries
			1,123.16	Payroll services
			16,793.39	FICA Employer Share
			980,720.36	

COVID-19 Preparedness and Response Plan

In accordance with Executive Order 2020-70, CADL aims to protect its workforce by enacting all appropriate prevention efforts and is monitoring guidance from local, state, and federal health officials and implementing workplace and Plan modifications where appropriate.

Prevention Efforts and Workplace Controls

Cleanliness and Social Distancing

CADL restricts the number of employees present on premises to no more than is strictly necessary, and employees who can perform their essential duties remotely may be permitted to work from home in accordance with approved telework arrangements.

Employees who report on-site will abide by recommended social distancing and other safety measures including:

- Large gatherings are minimized whenever possible; staff meetings are postponed, cancelled or held remotely;
- Employees are encouraged to maintain physical distance even when on break, as well as before and after working hours;
- Employees are required to maintain physical distance when reporting to work, clocking in, leaving work, and clocking out;
- Employees' workstations are no fewer than six feet apart;
- CADL may utilize flexible work hours, wherever possible, to limit the number of employees simultaneously working on-site;
- If employees use public transportation to get to work, employees are encouraged to use the recommended personal protection equipment and hand sanitizer while on and after riding public transportation;
- Employees' interactions with the general public are modified to allow for additional physical space between parties; and
- Non-essential travel is postponed or cancelled.

CADL provides employees with, at a minimum, non-medical grade face coverings. If it can be medically tolerated, face coverings must be worn when employees cannot consistently maintain at least six feet of operation from other individuals in the building.

In addition, CADL is instituting the following cleanliness measures:

- Where possible, increasing ventilation rates and circulation throughout work sites;
- Performing routine environmental cleaning and disinfection, especially of common areas; and
- Providing cleaning supplies and hand sanitizer (if such is available) to employees upon entry to the building and providing time for employees to wash hands frequently; and

- Where available, providing hand sanitizer in high-traffic areas.

Employees are expected to minimize COVID-19 exposure by:

- Cleaning workstations at the beginning and end of each shift;
- Avoiding, when possible, the use of other employees' phones, desks, offices, or other work tools and equipment;
- Frequently washing hands with soap and water for at least 20 seconds;
- Utilizing hand sanitizer when soap and water are unavailable;
- Avoiding touching their faces with unwashed hands;
- Avoiding handshakes or other physical contact;
- Avoiding close contact with sick people;
- Practicing respiratory etiquette, including covering coughs and sneezes;
- Immediately reporting unsafe or unsanitary conditions on CADL premises;
- Complying with CADL's daily screening processes;
- Seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms; and
- Complying with self-isolation or quarantine orders.

CADL will provide the following training to employees and maintain a record of the training:

- Workplace infection control practices
- The proper use of personal protective equipment (PPE)
- Steps employees must take to notify CADL of any symptoms or a suspected or confirmed case of Covid-10
- How to report unsafe working conditions

CADL will identify the supervisor in charge working at each location and notify employees.

Supplemental Measures Upon Notification of Employee's COVID-19 Diagnosis and/or Symptoms

An employee with a COVID-19 diagnosis or who displays symptoms consistent with COVID-19 must be immediately removed from the worksite.

In response to a confirmed diagnosis or display of COVID-19 symptoms, CADL:

- Informs all employees with and near whom the diagnosed/symptomatic employee worked of a potential exposure;
- Informs the Ingham County Health Department
- Keeps confidential the identity of the diagnosed/symptomatic employee; and
- Conducts deep cleaning of the diagnosed/symptomatic employee's workstation, as well as those common areas potentially infected by the employee as detailed in this procedure.
- Notifies employees if CADL is notified a patron is confirmed to have Covid-19 has visited

All employees who worked in sustained, close proximity to the diagnosed/symptomatic employee are also removed from the worksite for at least 14 days; however, should these exposed employees later develop COVID-19 symptoms and/or receive a confirmed diagnosis, they may not report onsite until all return-to-work requirements are met, defined below.

Worker Exposure Classification

PUBLIC SERVICE Employees' "worker exposure" is classified as medium risk by the Occupational Safety and Health Administration's guidance because they frequently and/or closely interact with the general public.

Given this classification, CADL provides the following controls in addition to the above summarized prevention efforts: installing physical barriers where feasible, limiting exposure to the general public, and minimizing face-to-face contact.

ADMINISTRATIVE Employees' "worker exposure" is classified as lower risk by the Occupational Safety and Health Administration's guidance because they do not frequently and/or closely interact with the general public, and social distancing can be maintained between coworkers.

Given this classification, no additional controls are recommended or required by OSHA at this time.

Identification and Isolation of Sick and/or Exposed Employees

Risk and exposure determinations are made without regard to employees' protected characteristics, as defined by local, state, and federal law.

Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from employees' personnel documentation.

Employees' Self-Monitoring

The following employees should not report to work and, upon notification to CADL, will be removed from the regular work schedule:

- Employees who display COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis;
- Employees who, in the last 14 days, have had close contact with and/or live with any person having a confirmed COVID-19 diagnosis; and
- Employees who, in the last 14 days, have had close contact with and/or live with any person displaying COVID-19 symptoms, such as fever, cough, shortness of breath, sore

throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting.

Such employees may only resume in-person work upon meeting all return-to-work requirements, defined below.

Daily Screenings

To prevent the spread of COVID-19 and reduce the potential risk of exposure, CADL screens employees on a daily basis.

Employees are asked the following questions before entering the worksite:

1. Are you currently suffering from any of the following symptoms – fever, chills, cough, shortness of breath, sore throat, muscle aches, headaches, new loss of smell or taste.
 - a. If a touchless thermometer is available, temperature checks are performed.
 - b. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until employee is permitted to return to work as defined below.
2. Have you lived with, or had close contact with, someone in the last 14 days diagnosed with or displaying the symptoms of COVID-19?
 - a. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until at least 14 days after the close contact.
3. Have you travelled via airplane internationally in the last 14 days?
 - a. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until at least 14 days after the international or travel.

Employees who develop symptoms during their shift must immediately report to the Supervisor in Charge and/or Human Resources.

Return-to-Work Requirements

1). Symptom-based strategy

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
- At least 10 days have passed *since symptoms first appeared*.

2). Test-based strategy Previous recommendations for a test-based strategy remain applicable; however, a test-based strategy is contingent on the availability of ample testing supplies and laboratory capacity as well as convenient access to testing.

Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- Resolution of fever **without** the use of fever-reducing medications **and**
- Improvement in respiratory symptoms (e.g., cough, shortness of breath), **and**
- Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens)

For Persons Who have NOT had COVID-19 Symptoms but Tested Positive and are Under Isolation:

Options now include both a 1) time-based strategy, and 2) test-based strategy.

1). Time-based strategy

Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based or test-based strategy should be used. Note, because symptoms cannot be used to gauge where these individuals are in the course of their illness, it is possible that the duration of viral shedding could be longer or shorter than 10 days after their first positive test.

2). Test-based strategy A test-based strategy is contingent on the availability of ample testing supplies and laboratory capacity as well as convenient access to testing.

Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens)

Employees who came into close contact with, or live with, an individual with a confirmed diagnosis or symptoms may return to work after either 14 days have passed since the last close contact with the diagnosed/symptomatic individual, or the diagnosed/symptomatic individual receives a negative COVID-19 test.

Other Considerations

The symptom-based, time-based, and test-based strategies may result in different timeframes for discontinuation of isolation post-recovery. For all scenarios outlined above, the decision to discontinue isolation should be made in the context of local circumstances.

Note that recommendations for discontinuing isolation in persons known to be infected with COVID-19 could, in some circumstances, appear to conflict with recommendations on when to discontinue quarantine for persons known to have been **exposed** to COVID-19. CDC recommends 14 days of quarantine **after exposure** based on the time it takes to develop illness if infected. Thus, it is possible that a person *known* to be infected could leave isolation earlier than a person who is quarantined because of the *possibility* they are infected.

This recommendation will prevent most, but cannot prevent all, instances of secondary spread. The risk of transmission after recovery is likely substantially less than that during illness; recovered persons will not be shedding large amounts of virus by this point, if they are shedding at all. Employers and local public health authorities can choose to apply more stringent criteria for certain persons where a higher threshold to prevent transmission is warranted.

If We are Notified of a COVID-19 Diagnosis

If an employee or customer is confirmed to have COVID-19, we will take additional cleaning measures to do what we can to prevent the spread of the virus. If it has been less than 7 days since the sick employee/customer has been in the facility, we will do our best to close off any areas used for prolonged periods of time by the sick person. We will then, if possible, wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed. If waiting 24 hours is not feasible or doing so would cause more potential exposure, we will wait as long as possible. We will open outside doors and windows as is practical to increase air circulation. We will then follow CDC cleaning and disinfection recommendations. If it has been 7 days or more since the sick employee or client used the facility, we will follow CDC cleaning and disinfection recommendations and continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

Upon being informed of a COVID-19 diagnosis, we will inform employees of their possible exposure to COVID-19 in the workplace but maintain the confidentiality as to the person who received the diagnosis. We will do our best to determine which employees were likely to be exposed and depending upon the circumstances, such employees may be instructed to stay home for 14 days, telework if possible, and self-monitor for symptoms.

Workplace Flexibilities and Benefits

Employees are typically required to submit a release to return to work from a healthcare provider; given the current stressors on the healthcare system, CADL may accept written statements from employees confirming all the factors supporting their release.

In addition, employees may be eligible for paid and unpaid leaves of absence.

Employees may be permitted to utilize available paid time off provided under CADL policy concurrently with or to supplement any approved leave.

No employee will be discharged, disciplined or otherwise retaliated against solely because they have stayed home or left work if they are at particular risk of infecting others with COVID-19.

FFCRA

Employees may qualify for two different types of paid leave under the Families First Coronavirus Response Act (“FFCRA”).

Under the Emergency Paid Sick Leave Act (“EPSLA”), employees may seek up to two weeks (i.e., 10 business days) of paid leave for the following reasons:

1. Subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Advised to self-quarantine due to concerns related to COVID-19;
3. Experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. Caring for an individual subject to a quarantine or isolation order or advised to self-quarantine due to concerns related to COVID-19;
5. Caring for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions; and
6. Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretary of the Treasury and the Secretary of Labor. (Please note, the Secretary of Health and Human Services has not defined conditions which trigger this subpart under the EPSLA.)

For full-time employees, two weeks of leave equates to 80 hours; for part-time employees, two weeks of leave is prorated.

Paid leave for reasons 1, 2, and 3, above, is paid at the employee's regular rate of pay, capped at \$511/day. Paid leave for reasons 4, 5, and 6, above, is paid at a rate equivalent to two-thirds of an employee's regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

Under the Emergency Family and Medical Leave Expansion Act, employees may seek up to twelve weeks of leave to care for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions. The first two weeks of leave, which run concurrently with the EPSLA leave, may be unpaid; the remaining ten weeks of leave are paid at a rate equivalent to two-thirds of an employee's regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

Executive Order 2020-36

Employees who require leave beyond the EPSLA because of their own COVID-19 diagnosis/symptoms, or because they have had close contact or live with an individual with a COVID-19 diagnosis/symptom, may be eligible for unpaid leave under Executive Order 2020-36 until permitted thereunder to return to work.

FMLA and ADA

Employees may be entitled to unpaid leave under the Family and Medical Leave Act ("FMLA") if their absence is related to their own serious health condition or that of a family member. COVID-19 may constitute a serious health condition where "complications arise."

CADL is also mindful of its obligations under the Americans with Disabilities Act ("ADA"). Specifically, if an employee requests an accommodation because of a condition that may be complicated by COVID-19 (e.g., cystic fibrosis, emphysema, COPD), then CADL engages in the interactive process to provide a reasonable accommodation. This may mean allowing the employee to work remotely (if reasonable) or work an alternative schedule.

Plan Updates and Expiration

This Plan responds to the COVID-19 outbreak. As this pandemic progress, CADL will update this Plan and its corresponding processes.

This Plan will expire upon conclusion of its need, as determined by CADL and in accordance with guidance from local, state, and federal health officials.

Staff Name

Staff Signature

Date

Capital Area District Libraries Work from Home Guidelines

These guidelines are meant to explain the structure of working from home for employees of the Capital Area District Libraries. Employees and their job tasks will be evaluated on a case-by-case basis to determine who is capable and effective working remotely. ***The right to work from home is determined by CADL and can be changed or modified at any time.***

Schedule and Hours

Your hours working from home should be treated as if you were scheduled at the library.

- If you punch in and out at work, your supervisor will need to add your clock in, lunch and clock out in PayChex.
- Begin work at your scheduled time and end at the scheduled time.
- If you are scheduled for a virtual program, please work with your supervisor as you may need to split up your hours for that shift.
- Take your breaks and lunches as if you were working in the library and update your status in Teams accordingly. To do this, in Microsoft Teams, click on your icon in the upper right and select Set Status Message to “15 Minute Break” or “30 Minute Lunch” so that others know why you’re away.

Communication

Communication with your supervisor and co-workers is even more essential when working from home.

- You will need to be available and respond in a timely manner during your scheduled shift.
- Microsoft Teams is the preferred method of communication when working from home.
 - Set and keep your status message up to date.
 - Use Video Calls as the easiest and most timely way to communicate with your supervisor.
 - For quick, brief messages or questions, use Chat in Teams.
 - Collaborate on tasks and projects in the appropriate Teams channels.
- Monitor your CADL email through Outlook as a secondary channel for communication as well.
- Do not forward your CADL email to personal accounts and do not use your personal email accounts for work-related communications during your scheduled shifts.

Tasks, Projects and Programs

Your supervisor will work with you on assigned tasks and projects when you’re working from home.

- For tasks, projects and training, track your progress or completion and communicate this with your supervisor.
- For virtual programs, communicate with your supervisor when you’ve completed the program.

Privacy and Technology

When working remotely, it's critical that you remain vigilant when it comes to safeguarding data and information. Observe the following:

- Use assigned CADL computing equipment or work in CADL's Office365 environment via personal devices as described in the Technical Support Appendix. Do not allow non-CADL staff to use your equipment or accounts in any way.
- Log out of office.com when finished with a work session and close all browser windows.
- Lock your screen when you step away from your computer.
- Do not email attachments with sensitive information. Use Office365 features to share links internally with other CADL staff as needed.
- Do not allow others, including others in your household, to view or overhear sensitive information.
- Do not use personal cloud storage accounts or personal computers to store or share work files. Work files should be stored in CADL provided OneDrive, Teams, or SharePoint storage.
- Pay close attention to all unsolicited electronic messages and attachments to ensure they are legitimate. Confirm the sender's identity.
- If you encounter an email that you know or suspect is a phishing attempt, please notify any IT staff person immediately.
- If you noticed something unusual or if you suspect your device has been compromised while working remotely, please contact any IT staff person immediately.

Appendix: Technical Support

Activities That Can Be Performed on Home Equipment

Assuming the home equipment has an adequate Internet connection and has a supported web browser

- Communication and collaboration in Teams
- Communication in Outlook on the Web
- Basic document creation and editing using browser version of Word, Excel, PowerPoint
- Consumption and editing of Intranet (New Linc) content
- Tasks in 3rd party systems hosted in the cloud for which the employee has credentials, e.g. web site editing, materials ordering, Collection HQ, digital services management, event management, social media

Assuming the user is willing to install additional free software

- Participation in video conferencing and training webinars

Activities That Require CADL Equipment

Assuming the CADL equipment has the standard staff software image and remote network access configuration

- All ILS functions (circulation, acquisitions, cataloging) in Sierra
- Consumption and editing of legacy Intranet content (Old Linc)
- Business processes based on the help desk software, e.g. IT, marketing, and facilities tickets
- Business processes based on the legacy SharePoint, e.g. supply requests, purchase requests, job applicant review
- Viewing and editing Publisher documents
- Full featured editing in Word, Excel, PowerPoint, and Outlook clients

Assuming additional software and credentials have been installed on the CADL equipment

- Business office processes, e.g. purchase orders, payroll processing, accounting
- Copy cataloging using SkyRiver
- Local history cataloging using Past Perfect
- IT system management
- Multimedia editing and graphic design

Provision of CADL Equipment

- CADL provides laptops to full time professionals and some others as determined by job duties.
- CADL may provide equipment to enable work at home for others at its discretion.
- CADL does not provide fixed home Internet access for employees.
- CADL may provide cellular hotspots to enable remote work at its discretion.
- CADL does not provide home office furnishings.

Expectations for Non-CAL Equipment Used for Work Purposes

- Operating systems are up to date with security patches.
- Anti-virus software is installed and up to date.

- WiFi networks are private and encrypted.

Obtaining Technical Support

- CADL IT staff and peer support are available via Teams for questions and quick advice.
- CADL IT staff cannot support home equipment, home Wi-Fi issues, or Internet connectivity problems.
- CADL IT staff will provide as much remote support of CADL equipment as possible using remote tools but cannot guarantee that all situations will be possible to resolve remotely.
- When hands on repair or configuration is necessary, CADL IT staff will not service equipment at homes. It must be brought to a CADL branch and then shipped via internal delivery to the IT department or brought directly to the IT department.

SER 103f SOCIAL DISTANCING POLICY TO RESPOND TO COVID-19 PANDEMIC

May 20, 2020

Capital Area District Libraries endeavors to provide a welcoming environment for patrons of all ages. CADL seeks to provide the public access to information at its facilities but also to create an environment that is reasonably safe for our patrons and staff. While CADL cannot guarantee prevention of infection transmission, it is our intention to permit access to the library facilities and library materials while still complying with all applicable Executive Orders, CDC guidelines, and other reasonable recommendations to prevent transmission of COVID-19 and look out for the safety of our patrons and staff. All patrons are expected to act in a peaceful and orderly manner, complying with the restrictions stated herein.

This Social Distancing Policy supercedes any portions of the Library Code of Conduct or any other Library policy which contradicts its terms. This Social Distancing Policy is intended to be temporary to reasonably respond to the COVID-19 pandemic.

Social Distancing Requirements: These provisions temporarily suspend, supplement, and replace any contradictory statements in Policy SER 103.

As CADL begins to reopen its services to the public, this will be done gradually through varying levels of service so as to allow the most access to library services while following all applicable Executive Orders. These levels of service will consist of curbside or door pickup of library materials, limiting the number of people in our buildings at a time and finally regular services and hours with some social distancing guidelines in place.

While in the Library, all patrons and employees are to maintain a distance of at least six feet from one another to the maximum extent possible. Any individual able to medically tolerate a face covering must wear a covering over his or her nose and mouth—such as a homemade mask, scarf, bandana, or handkerchief—when in the library.

Patrons are expected to follow recommendations for good hygiene including frequent and thorough handwashing and covering of the nose and mouth if you cough or sneeze.

At each level of service, even though CADL is open to the public, anyone who is experiencing any symptoms indicative of COVID-19 including, but not limited to a new cough and/or a fever, or anyone who has had contact with a person with a confirmed diagnosis of COVID-19, for the safety of all others on the premises is not permitted to enter the Library branch until cleared by a medical professional to do so. Anyone entering the premises who displays such symptoms may be asked to leave the library.

Penalties: Patrons who do not adhere to this policy will be asked to leave the library. Repeat offenders may be denied access to the library for longer periods of time. Due to

the seriousness of the potential spread of COVID-19, even a second violation will not be tolerated. See Library Code of Conduct.

Vulnerable Populations: CADL will make reasonable efforts to accommodate access to the library for vulnerable populations to COVID-19 including people over 60, pregnant women, and those with chronic conditions like heart disease, diabetes, and lung disease, which will be based upon the directions of government leaders and CDC recommendations as the situation evolves.

Children/Minors: These provisions temporarily suspend and replace any contradictory statements in Policy SER I03a. Capital Area District Libraries wants children to use its facilities and services. Young children in the library should always be accompanied by a parent/guardian or assigned caregiver. Parents should be advised that the library is a public place and unattended children are vulnerable. The safety of children left alone in a library building is a serious concern of the library staff. The responsibility for the safety and behavior of children in the library rests with the parent/caregiver and not with library personnel. Library employees cannot be responsible for children who are unattended or demonstrating inappropriate behavior.

In order to ensure social distancing requirements herein are followed by the youth using the library, the following guidelines will be followed concerning the care and behavior of young library users:

Children under age 13 must have a parent/adult caregiver (over age 18) in the immediate vicinity of and in visual contact with the child. The assigned caregiver must be a responsible person and must carry emergency contact information. If a child in this age group violates the Library Code of Conduct or any other library policy, the child and the parent/caregiver will be informed of the rules. If inappropriate behavior continues, both the child and the parent/adult caregiver will be asked to leave the library. If a child in this age group is found unattended, library staff will attempt to locate the parent/caregiver in the library and inform him/her of the rules. If the parent/caregiver cannot be found, or if the child is found unattended again, the police may be called for assistance.

Children age 13 and older may use the library on their own. However, parents/guardians/caregivers are still responsible for the actions and the well-being of their child(ren). Unattended children age 13 and older are welcome to use the library so long as they comply with this and all other library policies. If a child in this age group violates the Library Code of Conduct or any other library policy, the child will be informed of the rules. If inappropriate behavior continues, the child will be asked to leave the library. All children should have the telephone number of someone who can assist them in an emergency. If a child in this age group is not able to leave the library without an adult (due to inclement weather or after dark, for example), a staff member will call the child's parent/legal guardian or emergency contact. If they cannot be reached, the police may be called for assistance.

Closing Time: Youth age 15 and under who do not have transportation home at closing time will be asked for telephone numbers of people who can pick them up at the library. If transportation is not available within 15 minutes of closing, the police may be called for assistance.

Penalties: Patrons who do not adhere to this policy will be asked to leave the library. Repeat offenders may be denied access to the library for longer periods of time. Due to the seriousness of the potential spread of COVID-19, even a second violation will not be tolerated. See Library Code of Conduct.

July 3 Library Closing Recommendation

June 17, 2020

Recommendation:

Close all CADL locations on **Friday, July 3, 2020.**

Background

All CADL libraries will be closed on Saturday, July 4 in observance of Independence Day. We are proposing for libraries to also be closed Friday, July 3, which is the observed Federal Holiday for July 4th. In doing so, this will allow us to adequately staff all of our locations in the pay period during July 4 – July 17. If we don't close on Friday, July 3, then staff will take a "floating holiday" during the pay period from July 4 – July 17. This will put a strain on our staffing levels as we are trying to balance our Level I service model with the amount of staff that are available.

In researching for this recommendation, I found several other Michigan libraries who are closed on Friday, July 3 since it is the observed Federal Holiday. They are the Library of Michigan, East Lansing Public Library, Cadillac-Wexford Public Library, Southfield Public Library, Royal Oak Public Library, Monroe County Library System, Paw Paw District Library, Northville District Library, Commerce Township Library and Livonia District Library. These were only the libraries that I heard back from.

6/9/2020

Capital Area District Library
Balance Sheet
5/31/2020
UNAUDITED

ASSETS

	Current Year	Previous Year
Current Assets:		
Cash	10,323,000.76	9,053,620.88
Imprest Cash	2,612.00	2,612.00
Investments	5,692,217.13	5,934,013.45
Prepaid Expenses	16,398.83	31,063.91
Accounts Receivable	2,769.96	1,216.94
Taxes Receivable	707,405.25	726,689.73
Interest Receivable	0.00	5,162.85
Total Current Assets	<u>16,744,403.93</u>	<u>15,754,379.76</u>
Total Assets	<u><u>16,744,403.93</u></u>	<u><u>15,754,379.76</u></u>

LIABILITIES AND FUND BALANCE

Current Liabilities:		
Accounts Payable	9,002.24	0.00
Accrued Employee Benefits Payable	65,370.25	55,274.27
Materials Payable	0.00	10.53
Deferred Revenue	713,616.49	726,689.73
Total Current Liabilities	<u>787,988.98</u>	<u>781,974.53</u>
Fund Balance:		
Fund Balance Undesignated	814,793.46	976,264.04
Fund Balance Donations Restricted	415,898.83	291,935.90
Fund Balance Donations Unrestricted	170,914.39	71,599.79
Fund Balance Capital Projects	499,999.66	499,999.66
Fund Balance Contingency	5,190,687.10	5,190,687.10
Fund Balance Automation	500,000.00	500,000.00
Fund Balance Operations	983,000.00	1,405,000.00
Fund Balance Pension Reserve	1,200,000.00	487,120.00
Profit (loss) for period	6,181,121.51	5,549,798.74
Total Unapplied Fund Balance	<u>(15,956,414.95)</u>	<u>(14,972,405.23)</u>
Total Liabilities and Fund Balance	<u><u>16,744,403.93</u></u>	<u><u>15,754,379.76</u></u>

6/9/2020

Capital Area District Library
Statement of Revenue and Expenditures
Fiscal Year Ending December 31, 2020
5/31/2020
Unaudited

Revenues

	Current Month	Year to Date	2020 Budget	%
Millage Income				

Property Tax Revenue	398,265.38	10,197,208.74	10,795,000.00	94.46
Renaissance Zone Reimbursment	0.00	0.00	60,000.00	0.00
Industrial Facilities Tax	0.00	48,010.76	63,000.00	76.21
Total Tax Revenue	398,265.38	10,245,219.50	10,918,000.00	93.84
Penal Fines				

Penal Fines Ingham County	0.00	0.00	388,000.00	0.00
Penal Fines Eaton County	0.00	0.00	12,000.00	0.00
Total Penal Fines	0.00	0.00	400,000.00	0.00
State Aid				

State Aid Direct	0.00	47,400.37	95,000.00	49.90
State Aid Indirect	0.00	47,400.37	95,000.00	49.90
PPT Reimbursement	0.00	152,912.65	153,000.00	99.94
Total State Aid	0.00	247,713.39	343,000.00	72.22
Library Fees				

Overdue Fines	525.93	33,865.32	140,000.00	24.19
Non Resident Fees	200.00	8,457.07	29,000.00	29.16
Printing Revenue	0.00	14,066.40	56,000.00	25.12
Total Library Fees	725.93	56,388.79	225,000.00	25.06
Donations / Grants:				

Donation Income Restricted	0.00	21,500.79	90,000.00	23.89
Donation Income Unrestricted	5.00	15,351.20	16,000.00	95.95
MMLC Grants	0.00	0.00	9,000.00	0.00
Total Donations	5.00	36,851.99	115,000.00	32.05
Other Income				

Interest Income	15,814.50	78,955.27	185,000.00	42.68

MMLC Reimbursement	0.00	0.00	95,000.00	0.00
Lost and Paid Books	246.73	5,422.14	25,000.00	21.69
Sponsorship Revenue	3,700.00	3,700.00	5,000.00	74.00
Sale of Fixed Assets	0.00	6,336.21	8,000.00	79.20
Misc Income	99.81	1,575.49	5,000.00	31.51
Universal Service Fund Income	0.00	0.00	165,800.00	0.00
Total Miscellaneous Income	19,861.04	95,989.11	488,800.00	19.64
Due From Fund Balances				

Due from Pension Reserve	0.00	0.00	120,000.00	0.00
Due From Undesignated Fund Balan	0.00	0.00	93,500.00	0.00
Due From Operations Fund	0.00	0.00	484,000.00	0.00
Due from Donation Balance	0.00	0.00	105,000.00	0.00
Total Due From Funds	0.00	0.00	802,500.00	0.00
TOTAL OPERATING REVENUE	418,857.35	10,682,162.78	13,292,300.00	80.36

Expenditures

	Current Month	Year to Date	2020 Budget	%
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Salaries and Benefits				
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Salaries	673,224.88	2,352,881.83	6,187,000.00	38.03
Unemployment Insurance	0.00	0.00	5,150.00	0.00
FICA	49,803.34	173,860.47	473,100.00	36.75
Health Insurance	45,753.55	280,646.98	633,000.00	44.34
Prescription Expense	4,782.19	74,379.17	188,150.00	39.53
Dental Insurance	(84.95)	12,885.49	57,747.00	22.31
Vision Insurance	834.48	4,145.04	12,490.00	33.19
Life & Disability Insurance	437.88	1,622.71	4,540.00	35.74
Retirement	44,525.56	169,577.07	536,000.00	31.64
Workers Comp Insurance	4,744.75	14,234.25	19,500.00	73.00
Parking Main Library	4,100.15	20,531.87	49,596.00	41.40
Total Salaries and Benefits	828,121.83	3,104,764.88	8,166,273.00	38.02
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Materials				
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Books	29,070.11	223,591.03	923,456.00	24.21
Periodicals	0.00	50,440.14	62,019.00	81.33
DVD	11,368.19	66,183.31	233,644.00	28.33
Library of Things	3,528.00	13,140.05	50,750.00	25.89
Audiobooks	23,877.35	117,961.66	417,688.00	28.24
Music	2,507.36	15,893.79	64,098.00	24.80
Processing Supplies	0.00	5,225.59	26,500.00	19.72
OCLC	0.00	24,039.34	89,850.00	26.75
Database Subscriptions	0.00	61,373.80	63,350.00	96.88
Databases	0.00	88,948.06	89,415.00	99.48
Total Materials	70,351.01	666,796.77	2,020,770.00	33.00
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Supplies				
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Office Supplies	1,372.08	17,393.73	90,000.00	19.33
Postage Expense	3,011.00	6,343.78	11,000.00	57.67
Gas Delivery Vehicles	0.00	2,761.22	15,836.00	17.44
Gas Bookmobile	0.00	684.59	6,304.00	10.86
Janitorial Supplies	0.00	3,539.02	20,587.00	17.19
Total Supplies	4,383.08	30,722.34	143,727.00	21.38

Professional Services

Membership Fees	83.00	2,337.00	20,850.00	11.21
Collection Agency Fees	0.00	1,084.05	4,850.00	22.35
Web Chat Service	895.00	3,580.00	11,070.00	32.34
Payroll & Print Service	3,498.19	15,921.05	36,951.00	43.09
Melcat Delivery Charges	0.00	18,267.83	37,000.00	49.37
Authority Control	0.00	0.00	5,500.00	0.00
Marketing	19,572.09	104,682.44	286,250.00	36.57
Bank Fees & Services	868.64	4,706.23	16,913.00	27.83
Cooperative Membership Fee	47,400.37	47,400.37	95,000.00	49.90
Total Professional Services	72,317.29	197,978.97	514,384.00	38.49

Governance

Per Diem	270.00	270.00	10,000.00	2.70
Memberships	0.00	288.00	1,161.00	24.81
Conferences	0.00	30.00	10,250.00	0.29
Legal Services	748.00	5,201.00	49,200.00	10.57
Audit	0.00	9,400.00	12,500.00	75.20
Total Governance	1,018.00	15,189.00	83,111.00	18.28

Staff Development

Recruiting Expense	0.00	0.00	1,025.00	0.00
Staff Training	1,006.24	16,610.77	45,000.00	36.91
Hospitality	0.00	734.69	3,147.00	23.35
Employee Recognition	0.00	414.28	7,855.00	5.27
Total Staff Development	1,006.24	17,759.74	57,027.00	31.14

Maintenance and Utilities

Telephone	781.38	9,472.57	30,000.00	31.58
Steam and Gas	1,245.27	43,307.77	92,752.00	46.69
Electricity	9,118.49	41,590.50	183,664.00	22.64
Water and Sewer	449.17	7,429.61	24,282.00	30.60
Trash	209.45	1,562.69	6,980.00	22.39
Custodial Services	1,225.00	42,123.42	197,436.00	21.34
Security Services	4,821.92	32,857.27	140,000.00	23.47
Building Maintenance	325.48	20,365.19	66,000.00	30.86
Vehicle Maintenance	0.00	2,714.89	18,000.00	15.08
Total Maint. and Utilities	18,176.16	201,423.91	759,114.00	26.53

Other Expenses

Millage Income Refund	0.00	3,225.55	32,800.00	9.83
Property & Liability Insurance	0.00	33,949.00	68,000.00	49.93
Donation Expense Restricted	0.00	14,270.87	195,000.00	7.32
Donation Expense Unrestricted	0.00	4,377.65	16,000.00	27.36
Miscellaneous	135.00	1,093.37	5,912.00	18.49
Sales/Use Tax	0.00	0.00	1,230.00	0.00
Local Travel	0.00	2,180.20	10,558.00	20.65
Total Other Expenses	135.00	59,096.64	329,500.00	17.94

Technology Expenses

Internet Access	0.00	11,552.86	43,140.00	26.78
Computer Software	1,128.97	29,402.43	63,629.00	46.21
Computer Hardware	0.00	3,214.71	66,305.00	4.85
III Software & Hardware Maintenance	0.00	96,550.54	101,380.00	95.24
Computer System Services	408.72	1,739.76	29,940.00	5.81
Rethink The Linc	0.00	28,990.88	45,000.00	64.42
Member Experience Improvements	0.00	6,440.00	36,500.00	17.64
Firewall Upgrade Project	7,819.49	7,819.49	84,000.00	9.31
Wired LAN Upgrade	0.00	0.00	135,000.00	0.00
Local History Hardware	0.00	9,026.96	9,000.00	100.30
Digital Signage Upgrade	0.00	0.00	10,000.00	0.00
People Counter Replacements	0.00	0.00	15,000.00	0.00
Offsite Backup Refresh	0.00	0.00	30,000.00	0.00
Total Technology Expenses	9,357.18	194,737.63	668,894.00	29.11

Capital Outlay

Staff Furn & Equipment	0.00	2,640.94	30,000.00	8.80
Building Upgrades	0.00	213.69	32,000.00	0.67
Public Service Grant Projects	0.00	861.36	8,800.00	9.79
Outreach Projects	0.00	8,855.40	63,700.00	13.90
Chiller Roof Replacement	0.00	0.00	60,000.00	0.00
IT Renovation Project	0.00	0.00	100,000.00	0.00
Mason Renovation Project	0.00	0.00	75,000.00	0.00
White House Parking Project	0.00	0.00	180,000.00	0.00
Total Capital Outlay	0.00	12,571.39	549,500.00	2.29

Total Operating Expenditures	1,004,865.79	4,501,041.27	13,292,300.00	33.86
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Unapplied Fund Balance-Budget
Net Income(Loss)

(586,008.44)	6,181,121.51	0.00
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