



1300 W. St. Germain  
St. Cloud, Minnesota 56301  
Tel. 320.650.2500 Fax 320.650.2501

**Board of Trustees Special Session**  
**Tuesday, April 14, 2020, 6:00 p.m.**  
**Agenda**

In response to COVID-19 and pursuant to Minnesota Statute Chapter 12. Emergency Management, Governor Walz declared a state of emergency. In accordance with the state of emergency and Minnesota Statute Chapter 13D.021, the GRRL Board of Trustees and GRRL staff will participate in the meeting by telephone or other electronic means rather than being personally present at the regular St. Cloud Public Library meeting location. The meeting will be conducted electronically via Zoom. Members of the public may monitor the meeting at <https://zoom.us/j/125627634> or US: +1 312 626 6799, Webinar ID: 125 627 634.

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|---|------|
| 1. Call to Order  | 6:00 |
| 2. Financials   | 6:02 |
| 2.1. Bills and Addendum including April (emailed) (Requested Action – Approve)                    |      |
| 2.2. Financial Reports Including March (emailed) (Requested Action – Accept)                      |      |
| 3. Consent Agenda   | 6:07 |
| 3.1. Minnesota Public Library Annual Report (Requested Action – Approve)                          |      |
| 3.2. Financial Policy Chapter 8. Grants Revision (Requested Action – Approve)                     |      |
| 3.3. Library Services & Technology Act FY2021 Mini Grant Application (Requested Action – Approve) |      |
| 4. Assign Finance Committee Representative to April 23 Audit Outtake Meeting (verbal)             | 6:10 |
| 5. Mileage and Per Diem Clarification (verbal)  | 6:15 |
| 6. COVID-19 Library Closure Updates (verbal)  | 6:20 |
| 6.1. Report on Continuing Operations & Modified Services  |      |
| 6.2. Hot Spot Grant Update  |      |
| 6.3. 2020 Budget & COVID-19 Impact Reports  |      |
| 7. Families First Coronavirus Response Act – Personnel Policies (Requested Action – Approve)      | 6:40 |
| 7.1. Chapter 4A.8 Temporary Emergency Paid Sick Leave 2020  |      |
| 7.2. Chapter 4D.3 Medical Leave – Temporary Emergency Leave Addendum                              |      |
| 8. Next Meeting – May 19, 2020, Board of Trustees   | 6:45 |
| 9. Adjournment  | 6:45 |





## 2019 Minnesota Public Library Annual Report Approval Form

Minnesota Statutes 134.13 requires the board of a public library to submit an annual report to the Minnesota Department of Education no later than April 1 each year.

**Please print the name of the library submitting this form below.**

**Great River Regional Library**

Name of library

I certify that I have read the library's annual report and approve its submission to the Minnesota Department of Education, State Library Services.

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Signature of Library Board President/City or County Representative

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Date

Lisa A. Fobbe, GRRL Board President

Print the name above

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Signature of Library Director

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Date

Karen Pundsack, Executive Director

Print the name above

**Please return this signed form by mail, email or fax to:**

State Library Services  
Minnesota Department of Education  
1500 Highway 36 W  
Roseville, MN 55113-4266  
Email: [mde.lst@state.mn.us](mailto:mde.lst@state.mn.us)  
Fax: 651-582-8752



*Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.*





## Grants Policy Revision

Submitted by Aron Murphy, Accounting & Distribution Supervisor  
Breanne Johnson, Communications & Development Coordinator

### BOARD ACTION REQUESTED

☐ Information

☐ Discussion

☒ Approve/Accept

### RECOMMENDATION

Revise Financial policy Chapter 8. Grants to align grant request levels with fund development practices and accounts payable approval levels.

### BACKGROUND INFORMATION

☒ Supporting Documents Attached

- Financial Policy Chapter 8. Grants

This policy revision would align with the new Grants Vision. This vision allows GRRL to concentrate on grants with the greatest region-wide benefit. Grants lower than \$1,000 will be referred to Friends groups, local library boards and city partners. This is the same level of funding we use to define our major donors. Grants between \$1,000 and \$5,999 would be subject to Executive Director approval.

The policy revision would set GRRL Board approval for all grants \$6,000 and more, which would align with our Accounts Payable policy. Board approval for accounts payable is set at purchases of \$6,000 and more.

### FINANCIAL IMPLICATIONS

Estimated Cost: \$ N/A

Funding Source: N/A

Budgeted: ☐ Yes ☐ No ☒ N/A

### ACTION

☐ Passed

☐ Failed

☐ Tabled



***Current Policy*****300 Financial Chapter 8. Grants**

The Great River Regional Library may apply for grants that support the operating budget, services and programs to the patrons of the GRRL service area. Board approval is required on grant applications. The Regional Library Basic System Support (RLBSS) grant application will be filed annually to support the operating budget.

Approved Date: 03/20/2007

Effective Date:

Revised Date:

**Procedure:** 1) An evaluation of the grant's impact on the library's operating budget and staffing for future years and the cost of administering the grant will be done prior to application. 2) In rare instances, the Board may delegate signature authority for grant application(s) to the Executive Director in order to facilitate submissions being received in a timely manner.

***Revised Policy*****300 Financial Chapter 8. Grants**

The Great River Regional Library may apply for grants that support the operating budget, services and programs to the patrons of the GRRL service area. Board approval is required on grant applications [of \\$6,000 and more. An evaluation of the grant's impact on the library's operating budget and staffing for future years and the cost of administering the grant will be done prior to application.](#) The Regional Library Basic System Support (RLBSS) grant application will be filed annually to support the operating budget.

Approved Date: 03/20/2007

Effective Date: [03/17/2020](#)

Revised Date: [03/17/2020](#)







## Library Services & Technology Act FY2021 Mini Grant Application

Submitted by Karen Pundsack, Executive Director, and  
Breanne Johnson, Communications & Development Coordinator

### BOARD ACTION REQUESTED

☐ Information ☐ Discussion ☒ Approve/Accept

### RECOMMENDATION

Authorize signature of Executive Director for Library Services & Technology Act (LSTA) FY2021 mini grant application due April 17, 2021. Project in concept – Jail Outreach.

### BACKGROUND INFORMATION

☐ Supporting Documents Attached

- Grant materials are due to State Library Services by April 17, 2020. Final grant application information was still in development as of the Board packet printing.
- Project would address service gaps identified through work with interested county jails. Great River Regional Library (GRRL) does not currently have any partnerships with local county jails. This project would create connections.
- Goals would be to:
  - Develop partnerships with our counties' jails to establish a lasting relation between the jail and access to GRRL's valuable resources and community.
  - Reduce barriers to access of library services by introducing inmates to library materials and experience use of the library's book club kits firsthand.
  - Help aid Minnesotans to be college and career ready by providing literacy resources to the incarcerated community who do not have access.
- Project activities will include: purchase and distribution of book club kits to jail facilities, along with introductory materials about the library, including our Find It at Your Library brochures.

### FINANCIAL IMPLICATIONS

Estimated Cost: \$2,500    Funding Source: FY2021 LSTA Grant    Budgeted: ☐ Yes ☒ No ☐ N/A

### ACTION

☐ Passed ☐ Failed ☐ Tabled





## Personnel Policy – New and Addendum

Submitted by Julie Schmitz, Associate Director of Human Resources

### BOARD ACTION REQUESTED

☐ Information

☐ Discussion

☒ Approve/Accept

### RECOMMENDATION

Recommend approval of new Personnel policy Chapter 4A.8 Temporary Emergency Paid Sick Leave 2020 and Chapter 4D.3 Medical Leave – Temporary 2020 Emergency Leave Addendum.

### BACKGROUND INFORMATION

☒ Supporting Documents Attached:

*New Policy:* Personnel policy Chapter 4A.8 Temporary Emergency Paid Sick Leave 2020. The Families First Coronavirus Response Act requires a special sick leave benefit because of the Coronavirus pandemic. This is a temporary policy that meets the requirements of the Act.

*Addendum:* Personnel policy Chapter 4D.3 Medical Leave – Temporary 2020 Emergency Leave Addendum. This addendum temporarily amends Policy 4D.3 Medical Leave to expand the availability of Family and Medical Leave due to the pandemic as required under the Emergency Family and Medical Leave Expansion Act.

### FINANCIAL IMPLICATIONS

Estimated Cost: \$      Funding Source:      Budgeted: ☐ Yes   ☐ No   ☐ N/A

While GRRL Libraries are closed and we are using Library Closure pay, these policies are not applicable. They are prepared for future compliance if needed.

### ACTION

☐ Passed

☐ Failed

☐ Tabled



## 200 Personnel Chapter 4A. Paid Time Off (PTO) Plan

### 4A.8 Temporary Emergency Paid Sick Leave 2020

The Families First Coronavirus Response Act (FFRCA) requires a special sick leave benefit because of the Coronavirus Pandemic. Benefits under this Temporary Emergency Paid Sick Leave Policy 2020 (this Policy) begin April 1, 2020 and are expected to be available through December 31, 2020. The provision of Benefits under this Policy is subject to subsequent guidance and requirements issued by the Federal government.

#### Notice by the Eligible Employee

Whenever possible, the Eligible Employee should request Benefits under this Policy through Human Resources prior to the start of the absence from work. Where that is not possible, notice to employer must be provided coincident with or promptly after, the start of an absence for which the Eligible Employee wants to be paid under this Policy.

#### Eligible Employees

Benefits under this Policy are available to any employee of GRRL, regardless of how long the employee has been employed by GRRL and regardless of the number of hours regularly worked by the employee.

#### Trigger Events

An Eligible Employee may request paid sick leave under this Policy in the following situations:

- Category 1: Employee is subject to Federal, State, or local quarantine or isolation order related to COVID-19.  
**NOTE:** This includes stay-at-home and shelter-in-place orders.
- Category 2: Employee has been advised by health care provider to self-quarantine due to concerns related to COVID-19.
- Category 3: Employee is experiencing symptoms of COVID-19 and seeking medical diagnosis.
- Category 4: Employee is caring for individual subject to an order as described under category 1 or has been advised under category 2.
- Category 5: Employee is caring for son/daughter if the school or place of care has been closed or the child care provider is unavailable due to COVID-19 precautions.
- Category 6: Employee is experiencing other substantially similar condition specified by agencies.

#### **Causation.** For all of the Trigger Event Categories:

1. But for the need to take paid sick leave, the employee would be able to perform work for GRRL, either at the employee's normal workplace or by telework; and
2. GRRL has work for the employee. If the employee does not have work available for the employee, there is no right to paid sick leave under this Policy.

## Documentation Requirements

As part of the request for Benefits, the Eligible Employee will need to provide the substantiation described in the Temporary Emergency Sick Leave Policy Request Form 2020. This substantiation is required.

## BENEFITS

### Available Hours

**Full-time Eligible Employees** have eighty (80) hours of paid sick leave available under this Policy. For purpose of this Policy, a “full-time Eligible Employee” is an Eligible Employee that regularly works at least forty (40) hours per week, or the equivalent.

**Part-time Eligible Employees** have the number of hours of paid sick leave available under this Policy equal to the hours typically worked by the part-time Eligible Employee over a two (2) week period. For purposes of this Policy, a “part-time Eligible Employee” is an Eligible Employee that regularly works less than forty (40) hours, or the equivalent.

Hours of paid sick leave available under this Policy are only available when the need for the absence from work satisfies a Trigger Event. Access to the hours of paid sick leave available under this Policy ends on the first of the following to occur:

1. The end of the need that satisfies a Trigger Event;
2. Exhaustion of the total hours of paid sick leave available under this Policy;
3. Termination of employment with GRRL;
4. Declaration that the public health emergency has ended; or
5. December 31, 2020.

### Value of an Hour

The value of an hour of paid sick leave under this Policy depends upon the Trigger Category.

#### **For Trigger Categories 1, 2, and 3:**

Eligible Employee’s average regular rate of pay not to exceed \$511 per day, \$5,100 total for all hours of sick pay available under this Policy.

#### **For Trigger Categories 4, 5, and 6:**

Two-thirds (2/3) of the Eligible Employee’s average regular rate of pay not to exceed \$200 per day, \$2,000 total for all hours of sick pay available under this Policy.

If the available hours are used for more than one Trigger Category, each hour shall be valued under the rate for the particular Trigger Event up to the maximum available.

For purposes of this Policy, an Eligible Employee's "average regular rate of pay" means:

- For Eligible Employees that are **paid hourly**: the hourly rate paid by GRRL to the Eligible Employee over the six (6) month period ending on the day paid sick leave under this Policy is requested.
- For Eligible Employees that are **paid salary**: the hourly rate paid by GRRL to the Eligible Employee shall be determined by dividing the base pay over the six (6) month period ending on the day paid sick leave under this Policy is requested.

#### Other Important Policy Information

1. The Eligible Employee is not required to find substitute.
2. The Eligible Employee is not required to use paid time under this Policy before other available paid time programs.
3. Hours not used under this Policy are not available for other purposes and may not be carried over to subsequent calendar years.
4. There is no cash payout of unused hours under this Policy.
5. Unused hours under this Policy cannot be donated to any leave sharing or donation program.
6. Other available paid time does not have to be used first.
7. All, or a portion, of the eighty (80) hours available under this Policy may be substituted for the portion of unpaid leave under Temporary Emergency FMLA 2020 (please review the separate documentation for that program).
8. Benefits under this Policy cannot be combined with other benefits available through GRRL such that the Eligible Employee is paid more than 100% of the compensation the Eligible Employee would otherwise have received for the same period of time.

Approved Date: 04/14/20

Effective Date: 04/02/20

Revised Date:





## 200 Personnel Chapter 4D. Leaves of Absence

### 4D.3 Medical Leave – Temporary 2020 Emergency Leave Addendum

#### I. Purpose and Effective Date.

- A. The purpose of this Addendum is to amend GRRL's 4D.3 Medical Leave Policy and Procedures to describe the availability of FMLA leave due to a Public Health Emergency as required under the Emergency Family and Medical Leave Expansion Act (the "Act"). The information contained in the Medical Leave Policy regarding FMLA Policies and Procedures shall apply to leaves described in this Addendum to the extent not inconsistent with the provisions of this Addendum.
- B. This Addendum and the rights described herein are effective with respect to leave taken on or after April 1, 2020, and on or before December 31, 2020. Employer will not count any leave provided prior to April 1, 2020, as Public Health Emergency Leave under this Addendum.
- C. The provisions of this Addendum shall automatically terminate at 11:59 p.m. on December 31, 2020.

#### II. Definitions. The following definitions apply solely with respect to this Addendum. Other terms used in this Addendum may be defined in the Medical Leave FMLA Policies and Procedures.

- A. **Act** – means the Emergency Family and Medical Leave Expansion Act, which is part of the Families First Coronavirus Response Act.
- B. **Addendum** – means this *Temporary* 2020 Emergency Leave Addendum to the Medical Leave FMLA Policies and Procedures.
- C. **Child** – means an employee's son or daughter who is under 18 years of age or who is 18 years of age or older who (1) has a mental or physical disability and (2) is incapable of self-care because of that disability. For this purpose, son and daughter include a biological, adopted, or foster child, a stepchild, a legal ward, and a child with respect to which the employee stands in loco parentis.
- D. **Child Care Provider** – means (1) someone who receives compensation for providing child care services on a regular basis (i.e., a center-based child care provider, a group home child care provider, a family child care provider, or other provider of child care services for compensation that is licensed, regulated, or registered under State law); or (2) an Eligible Employee's family member or friend, such as a neighbor, who regularly cares for the Eligible Employee's Child.
- E. **Eligible Employee** – except as otherwise provided in any regulatory guidance issued under the Act, means an employee of GRRL who has been employed (i.e., on GRRL's payroll) for at least the thirty (30) calendar days immediately preceding the date on which the employee's Public Health Emergency Leave would begin. If GRRL laid off an employee on or after March 1, 2020, and subsequently rehired the employees, that employee satisfies the 30-day employment condition described above if he/she had worked for GRRL no less than thirty (30) of the last sixty (60) calendar days prior to his/her layoff.
- F. **Employer** – means Great River Regional Library (GRRL).
- G. **FMLA** – means the Family & Medical Leave Act of 1993 as amended by the Emergency Family and Medical Leave Expansion Act.

- H. **FMLA Policies and Procedures** – means Great River Regional Library, 200 Personnel Chapter 4D, 4D.3 Medical Leave Policy and Procedures.
- I. **Public Health Emergency** – means an emergency declared by a Federal, State, or local authority related to COVID-19.
- J. **Public Health Emergency Leave** – means an Eligible Employee’s leave of absence taken as a result of his/her inability to work or telework due to a need to care for his/her Child where the need to provide such care is created by the closure of the Child’s School or Day Care Provider or the unavailability of the Child’s Day Care Provider as the result of a Public Health Emergency.
- K. **School** – means an elementary or secondary school under 20 U.S.C. §7801.

### III. Entitlement to Leave

- A. An Eligible Employee may receive Public Health Emergency Leave subject to the terms and conditions of this Addendum and the applicable provisions of the Medical Leave FMLA Policies and Procedures.
- B. In cases in which the Eligible Employee’s need for the Public Health Emergency Leave is foreseeable, the Eligible Employee must provide the Employer with as much advance notice for the leave as is practicable.
- C. The amount of Public Health Emergency Leave available shall be limited as provided in the FMLA Policies and Procedures. For instance, under the FMLA, employees are entitled to an aggregate of twelve (12) weeks of leave during a twelve (12) month leave period for any qualifying purpose (other than leave to care for a covered service member). If an Eligible Employee has taken FMLA leave for other reasons during the applicable twelve (12) month leave period (as defined in the FMLA Policies and Procedures), the amount of Public Health Emergency Leave will be reduced accordingly.
- D. Public Health Emergency Leave may be taken on an intermittent or reduced schedule basis as approved by GRRL.

### IV. Pay During Leave

- A. **Initial Two (2) Weeks.** The initial two (2) weeks of a Public Health Emergency Leave shall be unpaid. However, an Eligible Employee may elect to substitute any accrued paid leave (including PTO, personal holiday) for such unpaid Public Health Emergency Leave. Such accrued paid leave may include paid sick leave to which the Eligible Employee is entitled under the Emergency Paid Sick Leave Act. See GRRL’s Emergency Paid Sick Leave Policy for more information. GRRL may not require an Eligible Employee to substitute accrued paid leave for unpaid Public Health Emergency Leave.
- B. **Subsequent Days.** Each day of Public Health Emergency Leave after the initial two (2) week period described above will be paid leave as provided in this section.
  - 1. Except as provided below, the amount of pay an Eligible Employee taking a Public Health Emergency Leave shall receive under this paragraph B shall be two-thirds of his/her average regular rate of pay (as determined under the Fair Labor Standards Act) multiplied by the number of hours he/she would otherwise be normally scheduled to work had he/she not taken leave. The Eligible Employee’s average regular rate is determined over the period of six (6) months prior to the date on which he/she begins a Public Health Emergency Leave. If the Eligible Employee was not employed by Employer for that 6-month period, then the

average regular rate is determined based on each week the Eligible Employee has been employed by Employer.

2. For Eligible Employees whose schedule varies from week to week, if GRRL cannot determine with certainty the number of hours the Eligible Employee would otherwise be normally scheduled to work, then the applicable number of hours shall be equal to the average number of hours for which the Eligible Employee was scheduled to work per day (including hours for which he/she took leave of any type) during the six (6) month period ending on the date on which the Eligible Employee's Public Health Emergency Leave begins. In the event Eligible Employee has not been employed by GRRL for the entire six (6) month period, then GRRL will determine the hours based on the average hours per day that GRRL and the Eligible Employee reasonably expected, at the time of hire, the Eligible Employee to be scheduled to work. If no expectation existed, Employer will calculate the number of hours based on the average hours per day the Eligible Employee has been scheduled to work during the entire term of his/her employment with Employer.
  3. The amount of pay during the paid leave days is capped at a maximum of \$200 per day per Eligible Employee.
  4. Overtime hours shall be included when determining the number of hours an Eligible Employee is normally scheduled to work or has averaged during a prior period of employment.
  5. An Eligible Employee may elect to supplement his/her paid Public Health Emergency Leave hereunder with other available accrued leave provided that the combination of paid Public Health Emergency Leave provided hereunder plus the other accrued leave shall not cause the Eligible Employee's pay to exceed 100% of his/her regular pay.
- V. Reinstatement Rules.** In general, upon completion of the Public Health Emergency Leave the Eligible Employee has a right to be reinstated in the same or an equivalent position as described in the FMLA Policies and Procedures and provided under the FMLA. Certain exceptions to this general rule apply as further described in the FMLA Policies and Procedures and the FMLA.
- VI. Interpretation and Administration of Addendum.** Employer intends to provide FMLA leave in accordance with the Act. This Addendum shall be interpreted and administered consistent with the Act and any applicable regulatory guidance issued with respect to the Act. In the event any provision of this Addendum conflicts with any such regulatory guidance issued after the adoption of this Addendum, Employer will administer Public Health Emergency Leave in accordance with such guidance regardless of whether the Addendum has been amended to incorporate such guidance.