

Aquinnah Public Library
Library Board of Trustees
Minutes – Thursday November 10, 2022

Meeting convened at 1:12pm

Present: Kathie Olsen, Chair; Sophia Welch, Trustee; Marjorie Spitz, Trustee; Rosa Parker, Library Director

Review of minutes: One edit to the 11/1/22 minutes – edit to walkway discussion: change first sentence to read “Keith Fenner requested clarification on the proposal”. Marjorie moved and Sophia seconded to approve the revised minutes of 11/1/22. Vote 3-0, motion carried.

Old Business:

Library Employee Holiday Time: current library holiday time pay procedure was discussed at length. Trustees noted that need to meet with the Personnel Committee to address the matter. There was a request for Rosa to email other library directors for feedback on how they cover holiday pay. Trustees discussed whether they should seek information from a labor lawyer on what they have oversight over. Both Trustees and Rosa concurred that an equitable and legal resolution is needed. Rosa presented a document outlining the current holiday procedure as well as personnel bylaws covering holiday pay. Trustees agreed that until the town is ready to make other changes to the bylaws, library employees can continue using the current holiday pay process as permissible by state law. The Trustees drafted an email to send to the Treasurer/HR Manager noting that they approve that the current holiday pay process continue per state law and requesting a meeting with the Personnel Committee. Marjorie moved, and Sophia seconded to approve the letter drafted as follows: *Dear Jamie: The Aquinnah Library Board of Trustees met today. We discussed the issue of holidays. As you know, holiday closures designated in the Town of Aquinnah Personnel By-Laws are usually held on Mondays or Fridays. Our library is open on Tuesdays, Thursdays, and Saturdays. Since 2013, Aquinnah Library employees who work full-time have earned a percentage of their weekly hours in holiday time when a holiday falls on a day that the library is closed. The Board of Trustees unanimously voted to continue that policy for current employees, as that is what the employees were told once they became benefitted, and State law is clear that once promised, it stands. The issue of holiday time is complex and we will continue to discuss it prior to hiring new employees. Please forward this to the Personnel Committee, and thank you for your cooperation. Aquinnah Library Board of Trustees, Kathie Olsen, Chair; Sophia Welch, Trustee; Margie Spitz, Trustee.* Vote 3-0, motion carried.

Strategic Plan: Trustees reviewed Kathie’s strategic plan goal worksheet. Trustees discussed and made additions to the following goals: programs and services, technology, and facilities. Trustees were unable to finish review of all six goals and postponed discussion to the next scheduled meeting on November 17th.

Adjournment: 2:34pm

Respectfully submitted, Sophia Welch, Trustee

Aquinnah Public Library

The Aquinnah Personnel Bylaws (see following page) were written for Aquinnah Municipal employees working a Monday through Friday schedule. Special consideration has been given to full-time, benefited library employees who do not work a Monday through Friday schedule when recognized holidays fall on days that the library is closed. The following outlined practice regarding holiday time for library employees has been in effect since 2013:

Full-time, benefited library employees shall earn a percentage of their weekly hours in holiday time when a holiday falls on a day that the library is closed. Thus, Library Associates working 20.5 hours a week shall divide those hours by five (five denotes the five days that comprise Monday through Friday) and earn 4.1 hours of holiday time to be used within the following four weeks. The Library Director shall follow the same practice and divide their 25 salaried hours by 5 and earn 5 hours of holiday time to be used within the following four weeks.

This practice was determined to be the most equitable approach to holiday time for full-time, benefited library employees who work after 5:00pm as well as on Saturdays, which is a substantial deviation from the work schedule of Aquinnah Town Hall employees. According to the Aquinnah Personnel Bylaws, recognized "holidays which fall on a Saturday will be observed on the preceding Friday and those falling on a Sunday will be observed on the following Monday." Therefore, recognized holidays that fall on a day that the library is closed may be observed on a day when the library is open at the Library Board of Trustees discretion pursuant with the Aquinnah Personnel Bylaws.

The following holiday time options for library employees are to be considered by the Aquinnah Library Board of Trustees:

1. Continue with current practice of earning holiday time by dividing weekly hours by 5 as outlined above.
2. Observe and earn holiday time on Tuesdays, Thursdays, and Saturdays.
3. Observe recognized holidays that fall on a day that the library is closed either on the preceding or following open day of the library by closure of the library and a full day of pay for employees (i.e. Chilmark Library practice) and/or at the discretion of the Aquinnah Library Board of Trustees.

TOWN OF AQUINNAH PERSONNEL BYLAWS

8.0 Holidays (Amended 5/9/17 ATM & 5/8/2018 ATM)

8.1 Coverage

Full-time employees. This includes those full-time employees appointed by elected officials.

8-2 Recognized Holidays

The following holidays shall be recognized by the town on the day on which they are legally observed by the Commonwealth of Massachusetts, and on these days employees, without loss of pay, shall be excused from all duty except in cases where the appointing authority determines that the employee is required to maintain essential town services. Holidays which fall on a Saturday will be observed on the preceding Friday and those falling on a Sunday will be observed on the following Monday. The following holidays are recognized:

New Year's Day, Martin Luther King Day, President's Day, Patriots' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day. In addition to the state recognized holidays, the Friday after Thanksgiving will be considered a holiday and Christmas Eve, if occurring Monday thru Friday will be a 1/2 day holiday.

8-3 Terms of Holiday Pay

Holiday Pay shall be granted as follows:

- (a) An employee paid on an hourly basis shall receive one day's pay at the regular rate of the employee based on the number of hours regularly scheduled on the day on which the designated holiday occurs and;
- (b) Holiday pay shall be granted to an employee provided that the employee shall have worked on the employee's last scheduled working day prior to such holiday, the next regularly schedule working day following such holiday, or was in such full pay status on such preceding and following days in accordance with other provisions of these regulations, or was appropriately excused;
- (c) An employee working on a paid holiday shall receive in addition to holiday pay, time and one half based on their regular hourly rate;
- (d) In the event of an emergency or inadequate manpower, a department head who must work on a paid holiday, upon approval of the appointing authority, shall receive in addition to regular earnings, straight time based on their calculated hourly rate.