

CONVERSE FREE LIBRARY
Lyme, New Hampshire

DATE: April 7, 2020

TO: XX, Assistant Library Director

CC: Board of Trustees, Converse Free Library

FROM: Judy Russell, Library Director

As is outlined in the companion memo to this, your position has been deemed discretionary, according to Emergency Order 17, Exhibit I, meaning in-library presence is not required (noting that you have an infant living in your home and you are concerned about contracting and spreading the novel coronavirus). Since you are required to work, however, I propose the following schedule and terms:

You will work xx-xx hours per week, depending on what you are able to accomplish, given high demand for internet use in your household and other family responsibilities. The Library is providing a spread of flexible hours, from xx to xx, which are guaranteed to you (due to the extenuating and often stressful circumstances we are all facing with the COVID-19 crisis), regardless of whether you have logged work hours. Any hours between xx and xx that are not marked on your activity sheet (to be provided) as hours worked can be covered only by your accrued sick, personal, or vacation time. Each Saturday, you will provide the breakdown of your hours to be submitted to payroll. In other words, it is my intention that you be paid every week for xx hours, at your 2020 hourly rate of \$xx.xx.

You will use the majority of your work time cataloguing materials, using a new spreadsheet of required usage rules, to be provided as a Google sheet by the Director, no later than Friday, April 10.

You will receive a shared Google spreadsheet of other assigned or non-assigned duties that can be accomplished from home, including (but not limited to) Koha ILS maintenance tasks, professional development/webinar training, generating content for later use, revising and updating documents, reaching out to elderly or vulnerable patrons, etc. You will also be on-call to accept phone calls or emails from the Director for assistance with library-related issues, within reason (as defined by your part-time status).

Should you have any questions or suggestions for this document, please let me know as soon as possible. When we have a mutually acceptable agreement, please indicate your assent with an email indicating such.

Again, I look forward to resuming our regular routine here at the library, including social time spent over lunch rather than via the telephone. Your friendly presence and professional assistance are missed by many, as has been expressed to me in the numerous supportive emails I have received from Lyme residents and our patrons. Thank you very much for your flexibility and understanding.

Judy home: 795-xxxx | Judy mobile: 603-667-xxxx (texting is okay, too)