COMMISSION PROCEEDINGS
VIRTUAL SPECIAL MEETING
NOVEMBER 23, 2021

NOTED

This meeting was held electronically because of the COVID-19 crisis.

President Bellant called the Virtual Special Meeting of the Detroit Library Commission to order at 1:35 p.m.

A roll call attendance was taken with the following results:

➢ Hayden Friley Present
➢ Jackson Present
➢ Peterson-Mayberry Present
➢ President Bellant Present

Commissioner Adams joined the meeting at 1:49 p.m.

Absent: Commissioners Short, Smith Gray

Administrative Staff: Mondowney, Brown, Bruni, Ibegbu, Moore, Simon, Williams

Present Also: Janet Batchelder, Aaron Burrell (Dickinson Wright PLLC), Enid Clark, Deborah Dorsey, R. Lee, Tracy Massey, Roger Morton, Carolyn Mosley, Cindy Mough, Christine Peele, Yvette Rice, Charmayne Suttles
Approval of the Detroit Public Library COVID-19 Vaccine Policy

Detroit Public Library
COVID-19 Vaccination Policy
Policy #: 200.B.041
Commission Approved Date: _____________

I. Purpose
In accordance with the Detroit Public Library duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families, our customers and visitors, and the community-at-large from COVID-19. This policy complies with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention (CDC), Michigan Occupational Safety & Health Administration (MI-OSHA), and local health authorities.

Further, consistent with the federal Occupational Safety and Health Administration (“OSHA”) and Centers for Medicare & Medicaid Services (“CMS”) temporary emergency standards (TES), this policy establishes vaccines as mandatory for Detroit Public Library employees to minimize the spread of COVID-19. The policy also mandates employees who are not fully vaccinated to provide proof of regular, weekly testing for COVID-19. These actions are intended to address the “grave danger of COVID-19 in the workplace.”

II. Scope
All Detroit Public Library employees, vendors, contractors, invited guests, volunteers, and, The Detroit Public Library Friends Foundation.

III. Vaccine Appointments
Employees and their families are encouraged to schedule their COVID-19 vaccination by calling (313) 230-0505 or refer to this website: https://detroitmi.gov/departments/detroit-health-department/programs-and-services/communicable-disease/coronavirus-covid-19/covid-19-vaccine. Employees may also schedule with their doctor’s office or a local health facility.

IV. Policy Details
Detroit Public Library employees may participate in the Library’s COVID-19 vaccination process by completing one of the following steps:

- Receive vaccination at appropriate off-site location when eligible, and
- Provide written record of vaccination from an external healthcare facility or clinic (e.g., at a private health care provider’s office, etc.) and give a copy of the documentation to a Human Resources representative.
Following vaccination, everyone in the workplace should continue to follow all current CDC guidance to protect themselves and others, including wearing a mask indoors, staying at least 6 feet away from others, avoiding crowds, and cleaning hands often.

All employees will receive (4) hours of paid time off to receive vaccinations. For offsite vaccinations, employees are to work with their managers to schedule appropriate time to comply with this policy. No employee shall receive overtime pay for receiving the vaccine or for COVID-19 testing.

Employees will be required to provide either proof of vaccination or an approved reasonable accommodation in order to be exempted from the requirements.

V. Reasonable Accommodations

Employees in need of an exemption from this policy due to a medical reason, or because of a sincerely held religious belief must submit a completed COVID-19 Vaccination Medical/Religious Observation Declination Form to the Human Resources Department to begin the interactive accommodations process as soon as possible.

Accommodations will be granted where they do not cause the Detroit Public Library undue hardship or pose a direct threat to the health and safety of others.

VI. Policy Exemptions

Any unvaccinated person, including those with an approved religious or medical exemption, will be subject to additional requirements, including but not limited to a requirement to wear a mask indoors and to participate in weekly COVID-19 testing.

VII. Vaccination Files

All medical information submitted regarding COVID-19 vaccinations will be kept in a separate confidential file in the Human Resources Department.

VIII. Prohibited Activity Related to Voluntary COVID-19 Vaccination

The Detroit Public Library provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religious beliefs, age, weight, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment.
IX. **Failure to Comply**

Any employee who fails to comply with any and all aspects of this policy may be subject to discipline up to and including discharge.

X. **Additional Resources**

Direct any questions regarding this policy or accommodations to the Human Resources Department 313. 481. 1330.

**DISCUSSION**

Commissioner Jackson asked about the date the vaccine mandate becomes effective and the deadline to receive a vaccination.

Mrs. Mondowney said that once the vaccination policy is approved, then a thirty-day deadline can be set to receive the vaccination or request an exemption.

Commissioner Peterson-Mayberry asked about sites that would provide free COVID-19 testing for employees.

Ms. Trinee Moore, Director for Human Resources, said that sites have been identified for employees to receive free testing.

Commissioner Hayden Friley noted that under “II Scope,” the sentence was incomplete.

Ms. Moore said it should read “Detroit Public Library Friends Foundation” and it would be corrected.

President Bellant introduced DPL’s legal counsel, Mr. Aaron Burrell.

Mr. Burrell stated that he had reviewed DPL’s proposed vaccine policy and it was consistent with Michigan Federal Law and the Occupational Safety and Health Administration (“OSHA”) temporary standards that was recently enacted.

Commissioner Peterson-Mayberry requested that the thirty-day deadline be included in the policy upon approval.

Minutes were approved at the December 21, 2021 Virtual Commission Meeting
Ms. Moore said that the thirty-day deadline could be added to the policy and based on the percentage of vaccinated employees, there are only 36 unvaccinated employees. Eighty-eight percent of DPL’s employees are vaccinated.

Commissioner Peterson-Mayberry asked about the levels of discipline if an employee does not get vaccinated.

Mrs. Mondowney stated that she had a conversation with DPL’s legal counsel regarding that matter and it was suggested that it be handled on a case-by-case basis.

Commissioner Jackson asked if weekly testing for COVID-19 was sufficient?

Commissioners Adams, Hayden Friley and Peterson-Mayberry agreed that weekly testing was sufficient.

**COMMISSION ACTION**

Commissioner Hayden Friley moved approval of the Detroit Public Library COVID-19 vaccine policy with the correction of the verbiage under “II Scope and the addition of “receiving the vaccination within thirty-days of the policy approval.” Commissioner Peterson-Mayberry supported.

A roll call vote was taken with the following results:

- Adams                      Yes
- Hayden Friley              Yes
- Jackson                    Yes
- Peterson-Mayberry          Yes
- President Bellant          Yes

The motion passed unanimously.
**ADJOURNMENT**

Commissioner Hayden Friley moved to adjourn. Commission Adams supported.

A roll call vote was taken with the following results:

- Adams                                     Yes
- Hayden Friley                             Yes
- Jackson                                   Yes
- President Bellant                         Yes

The meeting was adjourned at 2:02 p.m.