

Minerva Public Library Board of Trustees
Minutes of the Emergency Meeting
April 6, 2020, 3:00 pm
Via Zoom

Call to Order: the meeting via Zoom was called to order by Mr. Bartley at 3:07 pm.

Attendance: Trustees Roger Bartley, Jennifer Beard, Virginia Birks, Becky Miller, Sara Repella, Diane Ruff, Dick Rutledge. Library Director Tom Dillie, Library Fiscal Officer Christina Davies. Two members of the public also attended.

Mr. Dillie gave a summary of what had been going on at MPL and at libraries in general in Ohio. At the Emergency Board Meeting held on March 16 in the Library, the Board approved closing the library to the public until April 6 and paying staff their full wages during that time. All Ohio public schools had been ordered to close beginning March 17, Minerva Local students had their last day on March 13. At that time, MPL planned to provide drive-up window service to the public and have all public service staff report for work a few hours a week. At that point a number libraries in Ohio had closed to the public, and many more closed following the school closure order. A number libraries continued to provide curbside or drive-up service during the week of March 16, and a number of libraries will still open to the public as well. On March 22, the Ohio Department of Health issued a Stay at Home order to take effect on March 24. At that point the few remaining libraries in Ohio that were open, announced their closing as well; libraries that were providing some on-site services stopped including MPL.

Extended Closing: the Ohio Department of Health has extended the Stay at Home order to last through the month of April and expire at midnight on May 1. The exceptions for essential services in the Order do not include libraries; therefore the library needs to remain closed and provide no on-site service.

Mr. Rutledge moved to **Approve Resolution 20-04-01:** to close the library for all on-site services until May 2, 2020. Ms. Miller seconded. Motion carried unanimously.

Mr. Dillie mentioned that his intention is open the drive-up service again once the Stay at Home Order is lifted. Opening the building is a different decision and will require guidance from the State.

Paying Staff: the library has been paying regular staff their regular wage under the Emergency Closing provisions of the library Personnel Policy. This policy was

not intended to cover closings lasting weeks rather than days. Mr. Dillie shared that he was part of two e-mail discussions with library Directors from our area, and from the SEO consortium, about how staff were compensated and what work was expected of staff during this the Stay at Home period. These discussions took place at the end of March and beginning of April, before the Order was extended to May 1. At the time of discussion, 38 of the 40 Directors reporting said they were paying staff their full wages under some kind of emergency or calamity provision in their libraries' policies. A number mentioned that this practice would be reviewed at their April Board meeting. Two Directors had plans to either pay partial wages or offer staff the option to be laid off. Libraries are requiring all kinds of different levels of work from staff, from pretty much no work at all, to some attempts to keep staff their full hours. At MPL, Mrs. Heller and Mr. Dillie are coming to the library occasionally to check on the building, empty the book drops, and do some work. Jennifer Bates and Sarah Pearson are remotely managing the library's social media and website. There are positions at the library which can do self-directed work; there are also positions for which the majority of work is public facing and driven by patron activity. Mr. Dillie has compiled the e-mail addresses of all staff and will begin assigning staff homework, i.e. online training, at the end of this week. This training will not require staff to work their full number of regular hours. Mr. Dillie also pointed out that the library is reimbursing employer for unemployment insurance and would be responsible for any payments made by the State to employees who were laid off or furloughed.

Ms. Ruff moved to **Approve Resolution 20-04-02**: to pay regular library staff their wages for their usual hours of work--20 hours a week for part-time positions and 40 hours a week for full-time positions-- through May 3, 2020, the end of Pay Period 10. The Director may require some work from home, but there is no expectation that staff will provide work equivalent to the hours of work in their regular schedule. Dr. Beard seconded. Motion carried unanimously.

April Board Meeting: Since the Zoom meeting seemed to work well enough, Mr. Dillie recommended holding the regular April Board meeting, but moving the date to the end of the month in order to allow the Board to respond to any new COVID-19 information.

Ms. Miller moved to **Approve Resolution 20-04-03**: to move the regular April Board Meeting to 6:30 pm on April 29, 2020 and to hold that meeting using the Zoom platform. Ms. Birks seconded. Motion carried unanimously.

Mr. moved to **Adjourn** at 3:40. Dr. Beard seconded. Meeting was adjourned.