

**The Twinsburg Public Library
Board of Trustees Special Meeting
March 15, 2020
Bissell Local History Room – 3:00 p.m.**

Members Present: President Mary Johnson, Vice President Holly Toth, Secretary Mark Durbin, Suzanne Hawthorne-Clay, Sam Taylor, and Don Spice.

Members Absent: Walter Hoffmann

Also, Present: Director Laura Leonard and Fiscal Officer Allison Chance

Call to Order: President Mary Johnson called the meeting to order at 3:05 p.m.

President Johnson opened the meeting by declaring that this special board meeting was called to discuss closing of the library due to COVID 19 pandemic.

President Johnson said that she and Laura were hoping to stay open until Wednesday's regularly scheduled board meeting. However, due to rapidly changing events she decided a special meeting was needed to determine what the best course of action should be for the safety of library employees

Laura stated:

- Because of issues with being a polling location on Tuesday we should stay open until the polls close.
- Akron Public Library will be closed March 18th
- Some libraries are closing – not sure if those libraries employees are reporting
- Cuyahoga Falls – phone service and drive up window is open
- Cuyahoga County libraries are closed

Laura said in conversations with Kathy Powers she is concerned about too many kids coming to the library with the schools being closed for the next 3 weeks. City fitness center also is closed.

Materials are being wiped down and we need to check the cleaning supplies we have on hand.

Laura discussed possibly being open 4 hours a day. Could be longer as needed.

Holly stated she is worried about staff handling books and videos that could be infected. Do we urge people to keep materials they have at home? Or let people drop off materials only?

Suzanne: Don't want to allow any materials to go out...limit contact with employees. Discussed paying the staff...pay them as regularly scheduled.

Laura discussed the possibility of rotating the workload to give employees something to do, especially those employees who develop programs Overdue fines will be forgiven.

Allison stated:

- Employees are eligible to file for unemployment compensation (given they meet the criteria) if they don't work or a reduction of hours
- Need to be sure all the employees work an equitable number of hours; some can work from home
- Re-evaluate after 3 weeks to see if the Governor's restrictions have changed

Tentatively agreed:

- to pay employees regular hours for next 3 weeks
- library will be closed at the end of the day March 17, 2020 through April 6, 2020 for normal hours
- items will be dropped off at book drop only; no drive-up window service
- subject to change as situation evolves
- some employees will need to re-purpose things they do
- develop tasks and duties to see what can be done around library to be productive
- check contract with Jan-Pro to see if there is a provision for library closings
- if employees do not feel comfortable and choose not to come in, they will not be paid unless they use their vacation or paid time off
- need to get guidance from Columbus (Governor, OLC)
- board may need to re-convene to discuss further actions

Motion by Sam Taylor: Twinsburg Public Library officially will be closed to the public starting end of day (9:00 p.m.), Tuesday, March 17th until the start of business (9:30 a.m.) Monday, April 6th, tentatively. We will continue to have drop off box open for patrons to return items, but no pick-up service will be available due to the coronavirus. Limited library reference phone service will be available.

Seconded by: Suzanne Hawthorne-Clay. Motion passed unanimously.

Motion by Sam Taylor: Between March 18th through April 4th staff will continue to receive pay for their regularly budgeted hours.

Seconded by Mark Durbin. Motion passed unanimously.

Motion to adjourn by Don Spice. Seconded by Holly Toth. Motion passed unanimously.

Adjourned: 4:12 p.m.