

## **The Twinsburg Public Library**

### **Board of Trustees Special Meeting**

**April 1, 2020**

#### **Meeting Room 1 - 6:30 p.m. (Also available via Zoom)**

**Members Present:** President Mary Johnson (in person,) Vice President Holly Toth (Zoom,) Secretary Mark Durbin (in person) Walter Hoffmann (Zoom,) Suzanne Hawthorne-Clay (Zoom,) Sam Taylor (in person) and Don Spice (In person arrived at 6:50 pm).

Also, in attendance: Director Laura Leonard (in person,) Fiscal Officer Allison Chance (Zoom,)

Viewing by Zoom: Dara Gilger; Alexandra Holmes; Megan Crocco; Sam Bell; Ashley Sroka; Alex Smith, Alexandra O'Sullivan; Beth Slade

**Call to Order:** President Mary Johnson called the meeting to order at 6:35 p.m.

#### **Director's Report:**

Laura Leonard gave an update on the Governor's announcement that there would likely be an extension of the Stay at Home Order on Thursday April 4, 2020. She reported that she had consulted with other directors on how they were dealing with the upcoming situation. Information was received from Structured Employee Benefits of Ohio regarding the affect of furloughing or layoffs on employee health insurance options. She asked the Board to make resolutions regarding payment of employees during the Stay at Home Order and language giving her the authority to reopen the Library when it was safe.

Questions were answered regarding activities of staff during the library closure and the purchase of items during the closure. Staff who can work from home are actively promoting the Library on Social Media; producing Story Times online and answering reference questions from home. No material purchases are being made apart from E-media content.

#### **Motions:**

**Sam Taylor moved to** authorize the Library Administration to place all employees on paid administrative leave for an additional period through and including May 2, 2020 OR continuing for so long as the Library remains closed to the public, but subject to subsequent Board action to limit such paid administrative leave.

Employees will be paid in accordance with their regularly budgeted hours.

While on paid administrative leave, all Library employees will be expected and required to report to work upon reasonable notice from the Library to perform tasks within the scope of their job based on the Library's operational needs as determined by the Library Administration, maintaining compliance with any State or Federal orders. This authorization may be subject to change based on Federal or State actions. Mark Durbin seconded, and the motion was approved unanimously by roll call vote.

**Sam Taylor moved to** authorize the Library Administration to open the Library when deemed safe, and to bring staff back prior to opening to the public. Don Spice seconded and the motion passed unanimously by roll call vote.

#### **New Business:**

The Board of Trustees decided to move its regularly scheduled April 15, 2020 Board Meeting to April 29, 2020 at 6:00 p.m.

**Adjournment:** Don Spice motioned to adjourn and Holly Toth seconded. Motion passed unanimously by voice vote.