

**Minerva Public Library Board of Trustees
Emergency Meeting Minutes
March 16, 2020 2:00 pm
Library Board Room**

Call to Order: the meeting was called to order at 2:00 pm.

Attendance: Library Trustees Roger Bartley, Jennifer Beard, Virginia Birks, Becky Miller, Diane Ruff, Dick Rutledge. Library Director Tom Dillie, Library Fiscal Officer Christina Davies.

Temporary Library Closure: Given the concern over maintaining social distancing in response to the COVID-19 outbreak, and the State of Ohio's recent orders to close schools, bars, and restaurants, Mr. Dillie recommended closing the library until April. Mr. Dillie reviewed the Library's response to the outbreak so far. His intention was to keep the library open while the supply of disinfectant and hand sanitizer held out, or until library was instructed to close. However the orders yesterday to close bars and restaurants, and expected order to shut-down daycares, along with the continued emphasis on social distancing suggested it is prudent to close.

The library will continue to offer drive-up window service Monday-Friday from noon-5:00 pm, and patrons will be encourage to call and request materials for pick-up. A small number of staff will report for work in short shifts each day, 10 hours a week for full-time staff, and 5 hours a week for part-time. Staff will be paid for the remainder of their regular hours as emergency time. Returns are being held on carts for three days before being checked in and made available for circulation. Since the library is no longer open to the public, the current supply of hand sanitizer and disinfectant wipes is sufficient. The cleaning contractor will the clean the rest-rooms once a week.

Mrs. Davies asked if the library's wi-fi signal would reach into the parking lot. Mr. Dillie said that it does and that wi-fi router is on all the time so that patrons may sit in the parking lot and access the wi-fi.

Mr. Rutledge moved to **Approve Resolution 20-03-01**: to close the Minerva Public Library building to public beginning Tuesday, March 17, 2020 with a re-opening date tentatively scheduled for Monday, April 6. Staff may be scheduled to work as needed during this closure. Ms. Miller seconded.

Discussion: Mr. Dillie explained that the library will monitor the situation and hopes to have guidance for libraries from the State of Ohio as we get closer to April 6. If the closed period needs to be extended, the Board will need to meet again. Ms. Miller and Ms. Ruff said that there was no indication as yet from the

school district that the school closure would continue through the rest of the semester.

Motion carried unanimously.

Ms. Ruff moved to **Approve Resolution 20-03-02**: to authorize emergency time to pay all regular staff for their regular hours not scheduled for work between Tuesday, March 17 2020 and Saturday, April 4, 2020. Dr. Beard seconded.

Motion carried unanimously.

Dr. Beard moved to **Approve Resolution 20-03-03**: to cancel the March regular Board Meeting scheduled for March 25, 2020 at 6:30 pm. Ms. Miller seconded.

Discussion: Mr. Dillie pointed out that the Ohio Attorney General has issued guidance saying that public boards can meet using conference software, those meetings still have to be accessible to the public. That process is beyond the library's capacity right now.

Motion carried unanimously.

Ms. Miller moved to **Adjourn** at 2:20. Dr. Beard seconded.

Roger Bartley

Date