

**Round Lake Library Board of Trustees Special Meeting  
Monday March 16, 2020 – 6:30pm  
Malta Branch Meeting Room**

**Trustees Present:** Nancy Theissen, Lydia Hoffman, Stacey Thayer,

**Associate Trustees Present:** Lorrie Anthony, Angela DeMeritt,

**Absent:**

**Excused:** Courtney Graham, Lance Spallholz, Diane Marchand, Steve Ames, Sue Lesar

**Director:** Jennifer Hurd

**Quorum present:** Yes (Diane Marchand agreed to be present by phone for voting purposes)

The meeting was called to order by Nancy Theissen at 6:30pm.

The purpose of this special meeting was to discuss the COVID-19 virus and its impact on the operations and services of the Round Lake Library.

After careful consideration of the rapidly changing pandemic situation, a motion was made by Lydia Hoffman to temporarily close the Round Lake Library to the public (both Clark House and the Malta Branch) beginning Tuesday, March 17th through Tuesday, March 31<sup>st</sup>. This date will be reevaluated as time moves on or the situation changes. It was seconded by Nancy Theissen and unanimously approved. During this time there will be no inter-library delivery service. Due dates and fines will be suspended. Jennifer Hurd will email a notice with this information to all patrons on the library mailing list and will also include a notice on the library websites. In addition, signs will be posted at each building.

Following further discussion a motion was made by Lorrie Anthony to continue paying all staff for their regularly scheduled Monday through Friday shifts during the period of closure. The motion was seconded by Stacey Thayer and unanimously approved. Jennifer Hurd will email all staff with the specifics of this decision. She will suggest work that can be done remotely. Key staff members will be allowed ON A VOLUNTARY BASIS to come in and work for limited hours on projects as long as they are healthy and have not been exposed to someone with symptoms or someone who has tested positive for the virus. The 6' social distance rule will apply.

At the recommendation and suggested language of a NYS Library Resources Council attorney, Nancy Theissen presented the following resolution for board approval:

WHEREAS, on March 7, 2020, the Governor of the State of New York issued Executive Order 202 declaring a state disaster emergency; and

WHEREAS, as a result of the world-wide pandemic underlying the state disaster emergency, the library may need to close, reduce hours or reduce staff reporting for duty; and

WHEREAS, the board has duly reviewed the public safety and budget considerations of reducing operations and continuing regular pay during the state of emergency; and

WHEREAS, the board recognizes that to best serve its area of service and protect the health of the community and its employees, employees may need to be directed to report to work at the library, to work remotely or to be on-call but not to report to work during routine hours; and

WHEREAS, the library is a community resource for critical information at this time, and must remain ready to respond to community needs as is within its capacity and budget;

BE IT RESOLVED that the board shall continue to compensate part time staff as allowed by law between March 17, 2020 and March 31, 2020

BE IT FURTHER RESOLVED that the library director and the board of trustees shall maintain ongoing communication and monitor the best approach to address safety and operational concerns; and

BE IT FURTHER RESOLVED that the board shall revisit either in person or by email on or before March 30, 2020 to reconsider the continuation of compensation in light of what may be needed for the community and the library to recover from the state of emergency and to return to normal operations.

The resolution was seconded by Angela DeMeritt and unanimously approved.

Jennifer Hurd and Nancy Theissen will continue to communicate with each other and the board with any updates from SALS and/or NYS Governor Cuomo that require our attention.

#### **Adjournment**

Meeting adjourned at 7:30 pm.