

WABASH CARNEGIE PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting of Tuesday, May 19th, 2020

5:30 p.m. Library Program Room

***The lower entrance and Program Room will be open to general public starting for the duration of the Board meeting. The remainder of library building will be closed the general public.**

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:30 p.m. in the Library Program Room on Tuesday, May 19th, 2020. Notice was posted of this meeting pursuant to State of Indiana Executive Order 20-04. Meeting was available also through Zoom.

Members present were Jeff Knee, presiding; Charles Miller; Bill Benysh; Jim Widner; Kipp Cantrell; and Susan L. Baker. Mary Jo McClelland also attended through Zoom. Also present was Ware Wimberly, Executive Director.

CALL TO ORDER

Jeff Knee called the meeting to order at 5:30 p.m.

CONSENSUS AGENDA

- a. Approval of April 21st, 2020. Regular Board Minutes
- b. Financial Report
- c. March Payroll
- d. April Claim

Action: It was moved by Susan L Baker and seconded by Bill Benysh to accept the Consensus Agenda. Motion passed.

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PRESIDENT'S REPORT

No report

COMMITTEE REPORT

Park Board

Park Board announced that the City Pool will not be open this summer. It was not a decision taken lightly nor without some controversy.

NEW BUSINESS

Library Operations amid COVID-19

Trustees and Ware discussed the current status of library services and where things stood. The library staff have started to rotate being in the building at teams to do curbside service. Curbside service started May 11th and has been going very well.

Trustees discussed an updated Resolution presented by Ware on the current status and also status of part-time staff moving forward. Trustees approved the content of the Resolution [Resolution for Emergency Action in Response to Coronavirus (COVID-19th) Virus – May 19th] moving forward. There are some grammar and sentence structures that need to be corrected.

Per the resolution, library staff will continue to work from home primarily except as part of teams that are in the library to do curbside service. Part-time staff except for Student Assistants will be paid regular schedule hours whether working in the library or from home. Beginning May 11th, Student Assistants will be paid for only the hours worked in the library building. This was confirmed per e-mail communication between Ware and the Trustees.

Action: It was moved by Susan L. Baker and seconded by Charles Miller to approve the Resolution for Emergency Action in Response to Coronavirus (COVID-19th) Virus – May 19th. Motion passed.

DIRECTOR'S REPORT/ADMINISTRATIVE UPDATE

Earned Vacation Time/Extended sick leave if COVID-19 exposed or diagnosed with.

Ware and Trustees discussed two aspects per staff that COVID-19 could affect. One deals with [Families First Coronavirus Response Act](#) (FFCRA or Act). If an employee is diagnosed with COVID-19 or has someone in their household diagnosed with it, then it becomes a health concern for the remaining staff members. Families First Coronavirus Response Act outlines additional protections including additional

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leave so exposed individuals can be quarantined and not lose earned time. The Trustees concurred with following FFCRA.

Trustees and Ware discussed the possibility of allowing full-time staff to utilize earned vacation time past one's anniversary year due to COVID-19. Full-time staff can carry 5 earned vacation days over their anniversary year but the remainder needs to be used by the anniversary date. For full-time staff whose employment anniversary is between March 17th to when the library fully reopened, it was discussed allowing those staff extended time to utilize earned vacation time. It was agreed to extend the time allowed to the end of 2020 or December 31st, 2020. Trustees concurred with allowing the extended time for full-time staff to use earned vacation time to December 31st, 2020. Extended earned vacation time would need to be approved by the Executive Director before taken.

Zach Benedict/MKM

Ware and Trustees discussed a draft report from Zach Benedict that he prepared right before COVID-19 hit. The general response from Trustees was positive on the report and the possible ideas on renovation and expansion. It was decided to try to have Zach attend the July regular Board meeting to go over the report with Zach.

Action: It was moved by Mary Jo McClelland and seconded by Jeff Knee to adjourn the meeting that 6:26 p.m. Motion carried

Respectfully Submitted:

Ware W. Wimberly, Executive Director