

## WABASH CARNEGIE PUBLIC LIBRARY BOARD OF TRUSTEES

Emergency Meeting of Thursday, April 7th, 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. Remainder of library building will be closed the general public. Only Board meeting matters will be discussed. No regular library services during the time.**

The Board of Trustees of the Wabash Carnegie Public Library met in emergency meeting at 5:30 p.m. in the Library Program Room on Tuesday, April 7th, 2020. Notice was posted of this meeting pursuant to State of Indiana Executive Order 20-04.

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

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

### OLD BUSINESS

#### Capital Assets Policy

The revised Capital Assets Policy was reviewed by Trustees. The revised policy includes the decision to use stating straight-line form of depreciation and IRS guidelines on Use of Life numbers. Trustees discussed the revised policy and decided to approve the additional information listed above.

**Action:** It was moved by Mary Jo McClelland and seconded by Bill Benysh to approve the revised Capital Assets Policy. Motion carried.

### NEW BUSINESS

#### Coronavirus Pandemic and Library

Trustees discussed the circumstances for the library with the coronavirus pandemic and the Governor's Stay-At-Home Order. At the March 19<sup>th</sup> meeting, the plan was to re-open the building on April 13<sup>th</sup> but the Stay-At-Home order has been extended and public health is still a major concern for both staff and library customers. After much discussion, it was agreed to not set a specific date to re-open at this point but to use the Governor's Stay-At-Home order guideline as the main determining factor for re-opening

the building. This was agreed by the Board for Ware to follow this State government order as guide to when re-opening will occur.

**Action:** It was moved by Bill Benysh and seconded by Charles Miller to use the Governor's Stay-At-Home order as the primary guide to when re-open the library building.

### Resolution and staff

With the coronavirus pandemic and decision to close the public to the public for the immediate future while library services continue, the library is required to have a resolution passed by the Board of Trustees to that effect. Staff are continuing to work from home so the library services are continuing through e-material services, library Facebook, library's website, social media, and other digital means. The resolution states due to public health concerns with the coronavirus pandemic, the library building is temporarily closed but library services are continuing with staff primarily working from home. The Trustees reviewed a proposed draft of a resolution to this effect. The resolution also states that staff will continue to be paid with the expectation that they will use the time for library work and job responsibilities. Following discussion, the Trustees approved the resolution.

**Action:** It was moved by Charles Miller and seconded by Mary Jo McClelland to approve the Resolution for Emergency Action in response to the Coronavirus (CORID-19). Motion passed.

### Part-time staff (Student Assistants)

With resolution, there was a further question on the status of the Student Assistants who are high school students. It was discussed at the March 19<sup>th</sup> meeting on having the part-time be given the choice of either coming in to work or opt to not get paid. This was what was decided on. In looking at the Personnel Policy following the meeting and Ware should have looked at it more closely, Ware corresponded with Trustees that the part-time should be paid due to the Emergency Closing section (5.7). This was communicated to Trustees by e-mail. The majority of responses were to proceed with pay and re-evaluate at next meeting. Part-time staff are doing work from home include professional webinars and assisting full-time staff on projects.

There was discussion on whether this should include Student Assistants who are high school students. Student Assistants duties can only be done in the library building unfortunately. After discussion back and forth, it was decided that Student Assistants would not continue to be paid. The primary reasons were that their work could only be done in the library and thus non-essential at the time. Also, the Student Assistants were primarily dependents with families.

**Action:** It was moved by Mary Jo McClelland and seconded by Charles Miller to not include Student Assistants (High School) in the resolution to continue to pay. Motion passed.

It was further discussed when pause paying Student Assistants should begin until the library building reopens. Since the library is currently in the middle of the pay period, it was agreed to begin this on April 16<sup>th</sup> which is the beginning of the next pay period.

**Action:** It was moved by Mary Jo McClelland and seconded by Jim Widner to pause paying Student Assistants (High School) beginning April 16<sup>th</sup>, 2020. Motion passed.

No further matters were discussed and Trustees will meet in a regular meeting on April 21<sup>st</sup>.

#### **ADJOURNMENT**

**Action:** It was moved by Mary Jo McClelland and seconded by Jeff Knee to adjourn the meeting that 6:30 p.m. Motion carried

Respectfully Submitted:

Ware W. Wimberly, Executive Director