

Meeting of the Board of Trustees Wayne County Public Library

Monday, April 27, 2020, 6:00 P.M., Zoom Meeting

CALL TO ORDER: President Bailey called the meeting to order at 6.05 p.m.

ROLL CALL: Present: Bill Bailey, Francey Morris, Sandy Wenger, Peter Abramo, Doug Drushal, Pat Neyhart

Excused: Ross Cochrell

Also Present: Jennifer Shatzer, Director; Chris Bailey, Fiscal Officer; Susan Roberts, Assistant Director; Donna Teece, Deputy Fiscal Officer; Susan Buchwalter, Human Resource Coordinator; and 13 guests.

COMMENTS FROM THE PUBLIC: Ms. Kitko thanked the board for keeping staff on payroll and permitting to work from home.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting – March 16, 2020: Ms. Wenger moved to approve the March 16th meeting minutes as presented, and Mr. Neyhart seconded. Motion passed unanimously.

DIRECTOR'S REPORT:

Narrative Report as distributed: For the time we have been closed, demand for eMedia increased by 17%. The Library has received many reference questions on how to use electronic resources. During this time, the Administrative staff have been in the office, lawns were mowed, buildings were checked, and staff were working remotely with book orders, experimenting with online programming, etc. In today's Ohio coronavirus report, the Governor outlined the State's reopening. Ms. Shatzer believes we are in part 2 of phase 1 of the Governor's order if we have all the equipment for personal safety and sanitation. She is meeting with managers via Zoom on Wednesday to discuss timing and how to reinstate library services. Mr. Neyhart asked how we were going to disinfect library materials. Ms. Shatzer has been working closely with Ohio Library Council on quarantining standards for materials. The research is stating 72 hours to be the timeline for quarantining. She reported that obtaining PPE supplies has been a challenge, but we have been able to obtain some supplies. We have been able to get local supply of hand sanitizer from Minglewood. Mr. Neyhart asked about our plan to keep the Library cleaned. Ms. Shatzer stated the cleaning company has been working during this time to deep clean the libraries and we will have a vigorous cleaning schedule to disinfect highly touched areas such as counters, door handles, railings, etc. If there is a lack of sanitizing supplies, the Library may need to curtail services until the supplies are available. Ms. Shatzer wants staff and patrons to feel safe coming into the library.

Administrative Items: There was 1 resignation this period. Ms. Morris moved to accept the Administrative Items and Mr. Abramo seconded. The motion passed unanimously.

COMMITTEE REPORTS:

A. Finance and Audit Committee:

February 2020 Financial Report: Mr. Chris Bailey shared the financial statements on his screen. In terms of certificate of deposit investments, older ones have good rates, but rates are falling rapidly. We received 63.23% of our property tax, and the PLF through April, is in line with estimates. The Public Library Fund runs a month behind so we will not see a reduction until next month. The Library wants to reduce the budget by \$430,000 through a combination of nonpayroll and payroll cuts. Approximately \$200,000 was reduced in the nonpayroll budget. Some items reduced were security services, supplies, lecturers and programs, library materials, and appraisals. Mr. Neyhart asked what the anticipated loss in state revenue will be for the year. Mr. Chris Bailey is estimating a 20% decrease in PLF funds from May through December. Mr. Neyhart motioned to approve the February 2020 financial report and Ms. Wenger seconded. Motion passed unanimously.

Resolutions:

1. 14 - 2020 March 2020 Regular Donations: Mr. Drushal made a motion to approve February 2020 donations. Ms. Morris seconded, and resolution passed by roll call.
2. 15 – 2020 March 2020 Memorial Donations: Ms. Wenger moved to accept the memorial donations and Mr. Drushal seconded. Resolution passed by roll call.
3. 16 – 2020 Use of Electronic Signatures: Electronic signatures are allowable according to Ohio Revised Code. The Fiscal Officer will transmit a report of invoices to be paid to the Board Secretary for approval prior to issuing checks with facsimile signatures. Mr. Neyhart moved to approve use of electronic signatures and Mr. Abramo seconded. Motion passed by roll call.

B. Facilities Committee: No report.

C. Human Resources Committee: No report.

D. Operations Committee: No report.

E. Rittman Ad Hoc Committee: No report. Mr. Drushal noted we may need to wait for the dust to settle before we go forward.

UNFINISHED BUSINESS: There is none.

NEW BUSINESS:

Ms. Shatzer is requesting a temporary policy to suspend check-out fees during this process of reinstating library services such as the fees for express DVDs in order to limit the amount of money handling. Mr. Drushal asked about the staff handling library cards. For these times, Ms. Shatzer's goal is for the whole transaction to meet social distancing requirements. She is investigating curbside service where the patron contacts the library, the staff will gather their order and patron will pick up order at a table or maybe car side. The book lockers can be used at

the Main Library. We are planning to make this as contactless as possible for the safety of patrons and staff. Ms. Wenger moved to approve the temporary policy to suspend check-out fees and the Mr. Neyhart seconded. The motion passed unanimously.

Temporary Addendum to WCPL Personnel Policy – Expanded FMLA: Ms. Buchwalter noted these policies are in accordance the Families First Coronavirus Response Act (FFCRA) to assist employees affected by the COVID-19 outbreak. It will remain in effect from April 1, 2020 until December 31, 2020. It allows eligible employees 12 weeks of expanded FMLA to care for a child if childcare is not available due to COVID-19. This is a governmental directed policy. Ms. Morris moved to approve the temporary addendum and Mr. Abramo seconded. Motion passed unanimously.

Temporary Addendum to WCPL Personnel Policy – Emergency Paid Sick Leave: This is also a Family First Coronavirus Act mandate for employees unable to work due to quarantine order or symptoms of COVID-19. Mr. Neyhart proposed to adopt the Emergency Paid Sick Leave temporary policy. Ms. Wenger seconded, and the motion passed unanimously.

CORRESPONDENCE: Ms. Shatzer will report in May meeting.

Mr. Abramo motioned to move into executive session to discuss proposed budget reductions, payroll implications, and compensation of public employees, and Mr. Neyhart seconded. Motion passed by roll call at 6:50 pm.

Board moved out of executive session at 7:06 p.m. Ms. Wenger motioned that effective May 3, 2020 the Library will furlough 58 part-time employees, while retaining 7 key part-time employees and all 45 full-time employees. Impacted staff will not lose any accumulated Paid Time Off. During the furlough period, the flexible spending accounts of impacted employees will be covered by the Library with the intent to be recovered from the employee after reinstatement. The Director and Fiscal Officer will have administrative authority to bring staff back from furlough as permitted by the State and required by service levels. Mr. Neyhart seconded, and the motion passed unanimously. Mr. Bill Bailey wished we could keep our current staffing levels, but with a decrease in funds, we need to furlough staff. Ms. Shatzer will be advising staff by letter. Ms. Shatzer noted this is a furlough and not a lay-off. Their benefits will remain, and she hopes to call all staff back soon. Hopefully by June, things will change in positive ways, but there are so many unknowns at this time.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Mr. Abramo moved to adjourn meeting at 7:13 p.m., and Mr. Neyhart seconded. Motion passed unanimously.

K. William Bailey, President

Francey Morris, Secretary