

Putnam County Library Board of Trustees Minutes
Called Meeting: April 3, 2020

Called to order by Harry Ingle at 4:31pm.

Board members attending: Andrew Binkley, Laura Clemons, Harry Ingle, Bryan Payne, Patricia Phillips, Cindy Putman, Daniel Rader IV, Alicia Upchurch, Kathryn Wisinger

Putnam County Library System staff attending: Doyleene Farley, Chelsea Gifford, Matt Knieling, Matthew Krist, Brian Page, Phil Schaller

Also in attendance: Matthew Kirby, Director of Falling Water River Regional Library

Business

- a.) *Determination of making Board of Trustees meeting electronic due to COVID-19 pandemic as permitted by Executive Order No. 16.* - A motion to make the meeting electronic was made by Daniel Rader, seconded by Alicia Upchurch, motion carried.

b.) *Discuss ongoing library plan for closure/continued service during COVID-19 pandemic.* Phil reported that he attended the department head video conference meeting and the County Mayor, Randy Porter, stated that he did not consider the library an essential service. Curbside Checkout has been ceased and Phil suggests it resumes after April 14th, when the governor plans to lift the Executive Order 23.

The board discussed Curbside Checkout and where it has been offered so far. It has only been offered at the main branch but it may be offered at the branches in the future. Phil updated the board on how staff have been handling Curbside and materials while closed. One staff member reported a potential exposure to the virus and remained home.

Laura Clemons asked Phil about what other county staff are doing. Phil stated that Randy had been admit in the meeting about employee safety. Laura also asked how the board could take part in advocating for the library and further discussed social media presence.

Daniel addressed how to handle the decision to reopen and suggested deferring to Randy Porter and when he reopens other county buildings. The board decided to discuss reopening at the regularly scheduled meeting on April 14th.

Daniel talked about library employees and suggested a temporary lay-off where they could apply for unemployment and take advantage of the federal stimulus money. He mentioned how that budgeted salary money could roll over into the fund balance and be used for projects and bonuses on the future. Doyleene Farley inquired about insurance while collecting unemployment. Bryan Payne said that employers can furlough employees and they can still remain on their insurance plans. Matt Knieling expressed concern over direct deposit potential time gaps in pay for employees. Daniel stated that he believes wait periods have been eliminated and take only a week from the date filed. He said that employees could potentially get more money than their regular paycheck with the federal stimulus money.

Bryan suggests this is something that the board should look into further for the future between now and the meeting on the 14th. Laura agrees and says it should be discussed between staff and not a decision to be made at this time. Daniel states that he feels it is better to do it now rather than let tax payers pay library employee salaries.

Daniel makes a motion to temporarily furlough library staff until April 14th or further depending on how long the library is to remain closed, employees are to file for unemployment and use the federal stimulus money provided by the government during the time of furlough and this should be revisited prior to the end of the next pay period. Motion was not seconded.

The board discussed the Curbside Checkout further and when to offer it. Danny asked about feedback from students and materials they may need from the library. Phil reported the schools have what they need for their students and are not requiring them to seek outside resources. Phil also mentioned that there has been a few inquiries about applying for unemployment and has an idea to open the computer bank in the future to allow patrons to apply by appointment. Daniel thinks that is a good idea and believes it would be within the order to offer now. Phil will discuss this further with the admin staff and reports that after these orders have been issued there has been a decrease in use of curbside service.

Patricia makes a motion to let the library admin staff determine when to offer limited services, Laura seconds, motion carried.

Harry mentioned new information was received that a letter may be required to show that you are traveling to work for an essential purpose. Recommends taking county I.D. and Harry says he can get that letter to him.

Patricia motions to adjourn, seconded by Alicia.

Adjournment: 5:05 p.m.