

Putnam County Library Board of Trustees Minutes

February 9, 2021

Call to Order: Chairperson Harry Ingle called the meeting to order at 4:40 p.m.

Board members attending: Harry Ingle, Bryan Payne, Patricia Phillips, and Cynthia Putman

Putnam County Library System staff attending: Shannon Chaney, Doyleene Farley, Matt Knieling, Brian Page, and Phil Schaller

Falling Water River Regional Library staff attending: Matt Kirby

Determination of making Board of Trustees meeting electronic due to COVID-19 pandemic as permitted by Executive Order No. 71: Patricia Phillips motioned to make the Board of Trustees meeting electronic due to the COVID-19 pandemic as permitted by Executive Order No. 71. Bryan Payne seconded the motion. The motion carried.

Ongoing discussion of library phase plan in light of COVID-19: Patricia Phillips noted the importance of maintaining safety protocols and suggested that the Library remain in the current phase. Bryan Payne inquired about the effects of the Library's new evening and Saturday hours, and Matt Knieling explained that the Library is currently open an additional two hours each Monday and Tuesday evening as well as Saturdays, with an administrator present during all those times. He reported that the new hours have not caused any issues but are not busy, and staff have experienced no problems enforcing the new masking requirement with patrons.

Bryan Payne asked if the new hours have impacted curbside service. Matt Knieling replied that curbside hours now end at 4 p.m. each day, but the staff still provides curbside service outside the designated hours when possible. Mr. Knieling noted that the Library switched from short-term scheduling to scheduling shifts a month in advance, as was the case before the pandemic, which means that any significant hour changes likely cannot be implemented immediately.

Harry Ingle noted that he followed up with the employees who sent emails expressing their concerns to the Board, sending them the updated phase plan, informing them of this meeting, and inviting them to reach out with any further concerns they had. As of the meeting, he had received

no further correspondence from staff. Phil Schaller said that staff have appreciated the new mask mandate.

Matt Kirby provided an update regarding the statuses of libraries in the Regional system. He stated three libraries do not currently allow patrons inside the building, and no libraries have expanded their services since his last report.

The Board did not move to change the Library's current phase.

Review/awarding of bid for outdoor signage project: Phil Schaller stated that two companies, FASTSIGNS and Martin Signs, responded to the bid request. Martin Signs presented a bid of \$20,635 for a banner and a marquee with a monochrome digital display, with a full-color digital display adding \$2,700, bringing the possible total to \$23,335. FASTSIGNS presented a bid of \$28,358.65 for a banner and a marquee with a full-color digital display. Bryan Payne motioned for the Library to accept the Martin Signs bid as presented. Patricia Phillips seconded the motion. The motion carried. Mr. Payne clarifies that his intent was for the Library to purchase a marquee with a full-color display.

Discussion of following Putnam County Commission decision to continue COVID benefits for employees out due to COVID-19: Phil Schaller noted that at the previous Board meeting, the Board determined that the Library should follow Putnam County's protocol, which required full-time employees to use sick leave if COVID-19 requires them to miss work and did not award pay to part-time employees who miss work due to COVID-19, but Putnam County has since determined that all its employees will be paid for their absences related to COVID-19 through March 31, 2021 and retroactive to January 1, 2021. Mr. Schaller described the caveats to the County's policy and explains that the funds to pay Library employees for such absences would be drawn from the Personnel budget. Patricia Phillips motioned to follow the Putnam County's personnel policy. Bryan Payne seconded the motion. The motion carried.

Adjournment: Pat motioned to adjourn the meeting. Bryan Payne seconded the motion. The motion carried. The meeting was adjourned at 5:00 p.m.