

# BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

## Virtual Special Board Meeting Minutes Thursday, May 7, 2020

**Purpose:** To address the continuing developments of the COVID-19 pandemic and its effects on the operations of the Burton Public Library (BPL).

Microsoft Teams Meeting access provided to the public via the following link:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MTUyMTNkNWMtYjYjRkZTJiY2Nm%40thread.v2/0?context=%7b%22Tid%22%3a%22892462e0-6630-4d5b-a311-b900ff1e4337%22%2c%22Oid%22%3a%226de162bb-23d2-40e4-b67f-5d00dd861686%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTUyMTNkNWMtYjYjRkZTJiY2Nm%40thread.v2/0?context=%7b%22Tid%22%3a%22892462e0-6630-4d5b-a311-b900ff1e4337%22%2c%22Oid%22%3a%226de162bb-23d2-40e4-b67f-5d00dd861686%22%7d)

**Present:** Board members: Judy Starr, Sue Miller, Dawn Tolchinsky, Kathy Beten, Kristine Thompson, Matt Connors and John Emig; Director Katie Ringenbach, and Fiscal Officer Rebecca Herrick.  
Public present: BPL Tech Services Supervisor Becky Wiegman, BPL Youth and Reference Services Supervisor Christina Mihalic and BPL Adult Reference Assistant Carlina Sweigert

The Meeting was called to order at 7:05 PM by Board President John Emig.

John turned the meeting over to the Director.

Katie spoke about the following:

- Geauga County Public Library (GCPL) will be offering curbside service to the public beginning May 18.
- Statewide Delivery will not be resumed until 85 percent of the libraries in the state are available to receive deliveries. Currently only 16 percent of libraries can accept deliveries. Initially only items stockpiled in the terminal will be delivered. The state requires a two-week notice for resuming service. The earliest deliveries may be resumed is June 1.
- Staffing concerns: Working from home is not a viable option. We are overstaffed for the amount of labor needed to provide curbside service and some staff may not be comfortable returning to work. A recommendation for offering voluntary furloughs was made. The Auditor of State Keith Faber recently stated in a web meeting his concern over the legality of paying staff while libraries are closed. All libraries in the state have used for some length of time calamity/administrative leave to pay staff during the quarantine so all will be in violation. This may cause a problem for the biannual audit of the financial statements. Staff members need to get back to work as soon as possible.
- GCPL has offered voluntary furloughs to its staff. As of Wednesday, May 6, 83 of GCPL staff have volunteered to go on furlough. Medina County District Library also offered this to its staff and had such an overwhelming response they may not have enough people to run the library.
- Return to work may include the following: Curbside service can be started; however, it is very difficult to know how much this will be utilized by patrons. Home Service delivery is complicated because the staff has been going into the Amish homes (usually into a mud room) to drop-off and pick-up bags of books. Katie emailed the Geauga County Public Health Commissioner Tom Quade to inquire if it would be safe to commence Home Service delivery; he did not reply prior to this meeting. Tech Services will have a large amount of processing when orders start being delivered. Projects staff may work on to best utilize work hours include weeding the collection and virtual programming. Handling returned items will only need a minimum of staff.
- The needs of the library will dictate the length of the furlough.
- Under the new laws, aspects of FMLA now apply to small libraries.
- Virtual programming, especially for children, will continue while publishers relax copyright restrictions. Adult book clubs could be held using the Zoom platform.
- Curbside service should start no later than Monday, May 18 with a soft start for some patrons with holds currently on the shelf; BPL Board members may be asked to request items for curbside pickup.
- In June results are expected from a study performed by IMLS Battelle/Columbus Metropolitan Library on the length of time the virus can live on a variety of library materials.
- Most libraries will be offering curbside service only; an exception is Twinsburg Public Library where patrons will be permitted in the building starting May 18.
- Personal Protective Equipment: Staff will be encouraged to use their own cloth masks if available, 200 disposable masks are on hand for staff, and hand sanitizer has been received with more ordered. The

Head of Maintenance has ordered disinfecting spray, and a thermometer and face shields have been ordered.

- The Board can amend the Patron Conduct Policy to include masks must be worn in the Library during the time of the COVID-19 pandemic. This topic may be discussed at the next regular Board meeting on May 21.
- Katie requested the authority to offer furloughs to staff based on the needs of the library. Those furloughing will have to decide by Monday, May 11 in order to create staffing schedules. Staff that are participating in health insurance and voluntarily furlough will have uninterrupted coverage. If no staff members volunteer to furlough, Katie will make furlough decisions.
- Staff that worked while at home will need to provide written documentation of tasks completed.
- Ohio tax revenues were down 34.5 percent in April; therefore, the May 2020 Public Library Fund distribution will be down by the same percentage. Tax revenues may rebound some in August because personal income taxes are due in July.
- Staff in-house hours and curbside pickup hours are yet to be determined. Curbside hours may change to meet the needs of patrons.

Discussions resulted in the following resolutions:

**28-2020** Dawn Tolchinsky moved to gradually begin opening the Burton Public Library with curbside services. The motion was seconded by Kristine Thompson and the resolution was passed by the following voice vote:

Dawn Tolchinsky – Yes                      Kristine Thompson – Yes                      Sue Miller – Yes  
Judy Starr – Yes                      Matt Connors – Yes                      John Emig – Yes                      Kathy Beten – Yes

**29-2020** Sue Miller moved to provide 14 pro-rated paid sick days (i.e., two weeks) to staff members who previously did not qualify for paid sick leave in accordance with the Families First Coronavirus Response Act. The motion was seconded by Matt Connors and the resolution was passed by the following voice vote:

Sue Miller – Yes                      Matt Connors – Yes                      Dawn Tolchinsky – Yes  
Kristine Thompson – Yes                      Judy Starr – Yes                      John Emig – Yes                      Kathy Beten – Yes

Further discussion regard furloughs resulted in the following resolution:

**30-2020** Matt Connors moved to give the Director authority to offer voluntary furloughs based on Library needs. Further, if voluntary furloughs do not meet those needs, then staff will be furloughed as the Director deems necessary. The motion was seconded by Kathy Beten and the resolution was passed by the following voice vote:

Matt Connors – Yes                      Kathy Beten – Yes                      Sue Miller – Yes  
Dawn Tolchinsky – Yes                      Kristine Thompson – Yes                      Judy Starr – Yes                      John Emig – Yes

There was additional discussion regarding Home Service delivery, this discussion will be continued at the regular Board meeting on May 21.

**Public Comments:** Youth and Reference Services Supervisor Christina Mihalic commented thanking the Board for its guidance and leadership during the COVID-19 crisis.

**31-2020** Kathy Beten moved to adjourn the meeting. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

The meeting adjourned at 8:08 PM.

Respectfully submitted,

Rebecca S. Herrick  
Library Fiscal Officer