

MEETING MINUTES

Olean Public Library Board of Trustees

March 18, 2020

5:30 pm –ZOOM TELECONFERENCE CALL

The mission of the Olean Public Library is to provide equal access to materials in various formats, programs, services, and professional staff to assist all people with their educational, informational and leisure needs.

A Certificate of Compliance and Notice of Meeting Posted was signed, notarized and made a part of these minutes along with a copy of said notice.

Call to Order by Lanna Waterman at 5:33 pm in a Zoom videoconference meeting. In attendance were trustees Edstrom, Kasperski, McElfresh, Sorokes, Tenglund, Wagner, Waterman, Assistant Director Mahar, and Director La Voie.

1. Consent Agenda Items: McElfresh, Wagner carried

A. Waive the reading of the minutes of the previous meetings and approve as mailed.

B. Approval of Warrant Sheets for February 20-March 18:

#898 Operating Fund: \$63,405.50

#280 Capital Fund: \$1,120.00

C. Correspondence: From Senator Barello thanking us for our letter-writing campaign.

D. Voice of the Public: None

E. Director's Report

- Coronavirus:

- A state of emergency was issued for Olean today; this allows the Common Council to meet differently and open up different resources and powers for the mayor.
- Every Friday, the library will need to make a decision, a week at a time, on whether to be closed.
- There was also a governor's mandate that said that all non-essential businesses need to reduce the number of staff reporting by 50%, and this does apply to libraries. At this point, we are not scheduling all of the staff anyway—all of the librarians have work they can do from home. Pages are coming in to empty the book drop, check voice mail, etc. CCLS is not delivering now. The pages are also cleaning books.
- They have also looked into whether staff can be paid when they are home—they can be paid as long as the board has a policy in place. There is some potential that we could be reimbursed for days that we pay people when they are not there. We would need to have our policy in place soon to be able to do that because we cannot establish a policy and make it retroactive. The policy needs to state that during the duration of the state of emergency, part-time staff will be paid, even if they are at home. The other piece is to establish a work from home policy that states this. There is no shortage of work that can be done from home.

- **MOTION (Wagner, Tenglund):** To ask La Voie to prepare that policy, with our intention of adopting such a policy as soon as possible.
 - We need to develop language that makes it clear that it is the intent of the board. It was decided that we would put a poll up right after this meeting, and the board would vote ASAP tomorrow. See further information at the end of this document.
 - We need to be careful that our policy does not make employees ineligible for any other benefits that they might have, such as government stimulus payments.
 - We can vote on the emergency closing and the work from home policies.
- HVAC Replacement Project/NYS Construction Aid
- Trustee election—Options were discussed regarding candidates for the open position were discussed. Petitions are due on April 6. Petitions are available through Kim Mahar, and a notice is on the website.
- Security—this item can be tabled because the library building is closed currently, but we should consider hiring security to cover all open hours at the library. There is nothing to worry about with the building right now because staff are stopping in. When the building re-opens, people will want to be able to go to the stacks and use computers, so people will expect full service when it re-opens. Possibly we could start with fewer hours and no programming.
 - There seem to be no COVID-19 tests available in this county at this time.
- The Friends of the Library event was very successful. Many tickets were sold at the door and they will plan to have an event like this again. The Friends grossed \$3,250 in ticket sales, basket raffle sales, and 50/50 tickets. Their expenses were comparatively small. There were approximately 110 people in attendance.

2. Review of Financial Statements

- Kasperski went through the financial report. The policy we are putting forth for pay during the pandemic will include all employees for their average wage. So none of the salary numbers were expected to change. Salaries were slightly in the red because of three pay periods in one month.
- Expenditures were on pace for this time of year.
- There was nothing in the warrant sheets that needed to be explained.
- For materials orders, the system made them wait to order; orders have been submitted and this line will be balancing out soon.

3. Committee Reports: No reports. Edstrom noted that all of the libraries in the system had closed as of yesterday. They had lots of discussions about paying employees and the consensus was that all libraries would maintain pay throughout the emergency. Everyone hated to see libraries closed, but decisions were made with the help of the governor.

4. Old Business

Budget hearing—with the pandemic emergency, it is hard to know if we can have an in-person budget meeting. It was decided that we could hold a meeting by sending out a Zoom link and a telephone option. Explanatory material and graphics can be posted on the website. The budget vote is not until May, and we have to wait to see what the situation is then.

5. New Business

Treasurer Position: Kasperski will contact someone who might be interested.
 Congratulations to Lanna for her Salute to Olean award.

6. Adjournment: MOTION (Tenglund, Wagner): To adjourn at 6:19 pm. Motion carried unanimously.

Reminders: Cancelled: The Library advocacy meeting with Assemblyman Giglio and Senator Borrello at the Cattaraugus Free Library on Friday 3/20 at 3 pm. has been canceled.

Respectfully submitted,
Ann M. Tenglund

After the meeting, Director Michelle La Voie prepared policies for vote, as directed in the motion at the top of page 2 in this document. Board members voted unanimously, using Qualtrics, to adopt the following policies and resolutions:

Paid leave during emergency closure

When the library temporarily closes due to a declared state of emergency, and all or some employees are instructed not to come in to work, upon a vote of the board, compensation shall continue as follows:

Full-time staff shall be paid at their regular rate of pay. Part-time staff shall be paid for their regularly scheduled shifts; for part-time staff with variable schedules, the weekly amount will be based on an average of the last three pay cycles, or as determined by the board.

To be eligible for compensation during a time of emergency closure or reduced hours, employees must be ready, willing and able to work either on a reduced schedule on-site or remotely on projects identified by library leadership during their regularly scheduled working hours, and must complete such duties as assigned. When performing tasks remotely, employees should note the time worked through the usual process for logging hours.

Quarantine Leave

If a full or part-time employee who is not personally ill is required to remain absent because of quarantine imposed by a governing authority, or if during a declared emergency an employee determines to self-quarantine and such employee presents a written statement of the attending physician or local health officer proving the necessity of such absence, such employee shall be granted leave with pay for the period of the required absence. Such pay shall cover the employee's routine hours (part-time hours will be based on an average of the most recent three pay periods, or as set by the board). Prior to return to duty, such employee may be required to submit a written statement, from the local health officer having jurisdiction, that return to duty will not jeopardize the health of other employees.

To be eligible for compensation during quarantine leave, employees must be ready, willing and able to work remotely on projects identified by library leadership during their regularly scheduled working hours, and must complete such duties as assigned. When performing tasks remotely, employees should note the time worked through the usual process for logging hours.

WHEREAS on March 7, 2020, the Governor of the State of New York issued Executive Order 202 declaring a state disaster emergency; and

WHEREAS, as a result of the world-wide pandemic underlying the state disaster emergency, the library may need to close, reduce hours, or reduce staff reporting for duty; and

WHEREAS, the board has duly reviewed the public safety and budget considerations of reducing operations and continuing regular pay during the state of emergency; and

WHEREAS, the board recognizes that to best serve its area of service and protect the health of the community and its employees, employees may need to be directed to report to work at the library, to work remotely, or to be on-call but not report to work during routine hours; and

WHEREAS, the library is a community resource for critical information at this time, and must remain ready to respond to community needs as is within its capacity and budget;

BE IT RESOLVED that the board adopts the attached policies on “Quarantine Leave” and “Paid Leave During Emergency Closure;” and

BE IT FURTHER RESOLVED that the board shall continue to compensate full and part-time staff as allowed by law and provided by the policy for Quarantine Leave and Paid Leave During Emergency Closure between March 17, 2020 and continuing until a declared state of emergency ceases to exist, or until such time as the Board determines otherwise; and

BE IT FURTHER RESOLVED that the library director and the Administrative Committee of the board shall maintain ongoing communication and monitor the best approach to address safety and operational concerns, and shall inform the full board of same; and

BE IT FURTHER RESOLVED that the board shall reconvene on Wednesday, April 15, 2020, or any other date, upon recommendation of the library director, to reconsider the continuation of compensation in light of what may be needed for the community and the library to recover from the state of emergency and return to normal operations.