

HAWN MEMORIAL LIBRARY

Board of Trustees

April 7, 2020

Emergency meeting

Call to Order: Virtual Emergency meeting was called to order at 4:06

TAKING PART IN THE ONLINE MEETING: Deborah Hunter, Don Dilworth, Golda Mellon, Sue Grant, Carol Flannery, Jane Leahy, Donna Schneeberger, Nicholas Quarrier, Joan Varsics, Brooke Hartle, and Nancy Hyde (Village of Clayton). Charles Burns and Bev Company did not take part in the virtual meeting.

BUDGET: Carol presented the 2020/2021 Hawn Memorial Library budget. Sue Grant made a motion to accept the budget. Don Dilworth seconded, motion carried. Carol reported that there were no retirement expenses reported for Brooke's and Brett's retirement as of the February abstract. Nancy Hyde said she would look into it with Tina.

EMPLOYEES STATUS DURING QUARANTINE: There was discussion regarding the payment of the four part time employees: Jeanine LaClair, Gina Wirth, Theresa Forkey, and Beth Revelle during the shutdown. Joan made a motion that Jeanine LaClair, Gina Wirth, Theresa Forkey, and Beth Revelle would be paid their normal wage through April 20, 2020. At that time they will be furloughed. Every effort will be made to rehire them when the library returns to regular operation. Don Dilworth seconded; motion carried.

There was discussion of Brooke's and Brett's duties while the library is shut down. Carol Flannery made a motion to pay Brooke and Brett as full time employees not to exceed 80 hours per pay period through May 31, 2020, the end of the 2019-2020 fiscal year. This matter will be reviewed at the May meeting. Brooke will send a weekly update to the board to keep the line of communication open. Don Dilworth seconded; motion carried.

POLICY COMMITTEE: Jane, Bev, and Donna proposed a Mandated Emergency Closure Policy. This will be discussed at the April 21 meeting.

We will need to look into reopening guidelines. NCLS will provide guidance.

Debbie made a motion to adjourn. Don seconded. The meeting was adjourned at 5:00. The next regularly scheduled meeting will be April 21, 2020 at 4:00. It will be a virtual meeting.