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**Board of Trustee Minutes
4-7-20**

Called to order at 2:04.

Present: Carolyn Austin, Ruth Allen, Glenda Bolton, David Hyland, John Pontius, and Tina Winstead.

Meeting held via Google Hangouts.

Glenda made a motion that was seconded by David to approve the 3-11-20 meeting minutes. Carolyn abstained. All others in favor.

Director's Report

Tina described the programs and services that have been offered in a virtual environment after the library closed on March 16. She expressed her gratitude to the program staff for all of their work.

Online resources have been promoted and expanded. Print book budget funds have been diverted to electronic resources. Duke Classics Publisher have given 4,000 titles to Overdrive at no cost and the Four County Library System has also purchased additional titles.

Stimson Landscape Architects have agreed to proceed with the project with online meetings and walk-throughs. Tina took them on a tour of the park on Monday April 6. After the upcoming virtual meeting with the Library Board and Community Committee, they will work on the design and present them in May.

The Quarterly EPF Report to NYS Parks, Recreation and Historic Preservation was submitted in late March.

The collection statistics and building audit that were requested by Rob Cullin of KBA were sent in late March.

Financial

John made a motion that was seconded by Glenda to approve the bills. All in favor.

The complete quarterly report wasn't available due to extenuating circumstances.

Other

Coronavirus:

The Operations Modification by Risk document was reviewed.

After a thorough search, it was found that the library had no policy regarding leave time for closure due to a pandemic, natural disaster or declared state of emergency.

John made a motion that was seconded by Ruth and approved by all to adopt the following resolution, Paid Leave During an Emergency Closure, and Quarantine Leave Policy.

WHEREAS on March 7, 2020, the Governor of the State of New York issues 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 16, 2020 and a date as yet undetermined; and
BE IT FURTHER RESOLVED that the Library Director and the Library 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 at a later date when it is deemed acceptable to the Otsego County Department of Health 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.

POLICY

Paid Leave during an 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.

To be eligible for compensation during a time of emergency closure or reduced hours, 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 report the time worked to their supervisor.

Quarantine Leave Policy

A good model for a “Quarantine Leave Policy” can be found in the state’s civil service law; below is a sample, with some additional language regarding part-time compensation:

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). 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.

Park meeting with Stimson LA scheduled on Wednesday, April 8 at 3:00 via GoToMeeting.

Next Board meeting: Tuesday, May 13 @ 2:00.

Meeting adjourned at 3:30.