

**Groton Public Library Board of  
Trustees Emergency Meeting  
March 26, 2020  
Remotely by ZOOM at 5:30 p.m.**

**Present:** Monica Dykeman, Jennifer Morey, Sara Knobel, Linda Nobles, Sheri Shurtleff, Kelly Smith, Chris Williams, Pam Vitale *Guest: Dana Jacobs*

The meeting was called to order at 5:50 pm by President Sheri Shurtleff. Roll call was given by Secretary, Jennifer Morey. All BOT members were present. The Agenda was adopted as presented.

Approval to pay the Warrant in the amount of \$4,827.11 which was audited by Sheri, was given on a motion given by Monica, seconded by Chris and carried unanimously. This included approval of two construction payment applications #1 from Petcosky & Sons for \$1,900 for Plumbing and for \$2,071 for HVAC.

The following resolutions were adopted as a result of Executive Order 202 declaring a state disaster emergency:

- Resolution to *Temporarily suspend Section 8, Meetings A, B and C of the by-laws during an Emergency Pandemic Response*. This motion was presented by Pam, given a second by Kelly and carried unanimously.
- Resolution to *Postpone the April 28, 2020 Annual Meeting (Budget and Trustee vote)*. The Annual Meeting will be rescheduled to a date in June 2020, depending upon restrictions and requirements still in place at that time. This motion was presented by Linda, given a second by Monica and carried unanimously.
- Resolution to *Adopt Quarantine Leave/Emergency Closure Pay Policy* as follows: 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 April 30, 2020, and

BE IT FURTHER RESOLVED that the library director and the president 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 April 14, wow, 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.

This motion was presented by Chris, given a second by Pam and carried unanimously.

### **Policy for 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 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.

The policy will be in effect through April 30, 2020. The board will reevaluate the situation at their regular board meeting on April 14, 2020, at which time a decision about continuing pay through May 2020 will be made. This motion was presented by Chris, given a second by Linda and carried unanimously.

### **Quarantine Leave Policy**

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.

This motion was presented by Monica, given a second by Pam and carried unanimously.

**Director's Report** Library director Sara Knobel gave the BOT an update on the status of the Library preparations in anticipation of the Expansion/ renovation project due to start in early April 2020.

The Tuesday evening **Food Give away** program will continue but the venue now being at the pavilion on Main St. in Groton. Bags will be filled beforehand and then handed out as participants arrive keeping the Government mandates of 6' apart.

FOGPL have hired Barry and Barbara Siebe to refurbish and repair one of the antique, round oak table and chair (4) sets that reside in the front, original Library building. Depending how this comes out, they may consider contracting the Siebe's to do the remaining tables, chairs and circulation desk.

Sheri will keep the BOT updated on the way in which future communication will be handled amongst Board members. At this point, it looks like it will be through emails and ZOOM.

Next monthly meeting date will be April 14, 2020 at 5:30 pm using ZOOM.

This meeting was adjourned at 6:43 pm.

Respectfully submitted,  
Jennifer Morey