



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES EMERGENCY MEETING MINUTES March 16, 2020

Members Present: Donna Williams, Amy Stockwell (electronic), Gregg Zientara, Sofia Xethalis (electronic), Michael. Sexton, Samantha Carroll, Louise Greene

Members Absent: Dr. Ngozi Onuora

Library Staff Present: Rick Meyer, City Librarian Robert Edwards, Asst. City Librarian

CALL TO ORDER

Ms. Carroll called the meeting to order at 4:30 p.m.

AGENDA

There was a motion by Mr. Zientara to approve the agenda with changes, seconded by Mr. Sexton, motion carried.

WRITTEN CORRESPONDENCE TO THE BOARD

None

PUBLIC COMMENTS

None

Approval of Pandemic Response Plan and Other Issues Related to Pandemic Response

Ms. Williams explained the purpose of the meeting. Mr. Zientara described the City's response to the recent announcements by the State concerning the pandemic. Mr. Zientara said the City had decided to close the offices to the public and allow some staff with special circumstances to work remotely.

There was discussion about staff being allowed to call in when sick without consequences. Mr. Meyer said the library's collective bargaining agreement section relating to sick leave, may dissuade some staff from staying at home even when they are ill. He said it may be something the board has to vote on. Ms. Stockwell said that she is for the option that allows 2 weeks off with pay and then re-evaluate. Ms. Williams said that she thinks that the City has the right idea, having employees coming to work if possible. Mr. Zientara stated that option allows them to continue to work for full pay. There was discussion about sick leave and employees staying at home. Mr.

Zientara said if the employees are sick they should stay at home. Ms. Xethalis said that she is in favor of staff working in the building together if they can do it safely.

Mr. Meyer said that the library is observing staff and sending individuals home if they appear to be sick. Mr. Zientara said the managers will have to be observant. Mr. Meyer said he thought that they could plan assignments so staff can work at a safe distance. Mr. Sexton asked if they could take staff temperatures when they come in the building. Mr. Zientara said that question had been discussed at the City. Ms. Greene asked if they have a good communication plan for informing the public. Mr. Meyer said that the library has a plan ready to go, but they were waiting until after the board meeting. There was discussion about planning being done by other organizations.

There was more discussion about the amount of time to allow workers to be absent. Mr. Meyer said there would be no deliveries from the Illinois Heartland Library System (IHLS) starting 3/17/2020.

There was more discussion about staff working. Mr. Sexton asked Mr. Meyer if he was comfortable with staff coming into the building. Mr. Meyer answered yes, he said they could have things for staff to do while in the building while maintaining a safe distance from each other. Mr. Meyer asked if the board would be okay with him having the authority to make the changes if circumstances change.

Ms. Xethalis said that she would be for closing for two weeks, considering the situation and then review. Mr. Zientara discussed how the potential lack of tax money could create possible negative future consequences on City revenue. Ms. Stockwell said one of the issues is the timeline needed for action. Mr. Sexton asked what if only the department managers came in. Mr. Sexton said that he was concerned that a mixed approach of requiring only some might cause issues.

Ms. Carroll asked what kind of services could be offered while the library is closed. Mr. Meyer gave some examples of the services that could be offered.

There was a motion by Mr. Sexton to close the library building to April 31st, 2020, allowing staff to come in and also for division heads to evaluate work for staff to do in the building. Mr. Meyer will communicate how we can proceed. Mr. Zientara asked what they would be deciding for the long term. Mr. Zientara seconded motion by Mr. Sexton to close the library building until April 31st, 2020, with daily evaluation of situations and circumstances allowing staff the option to work in the building or remotely.

2020-03: ADJOURNMENT

There was a motion by Mr. Sexton to adjourn at 5:25 pm, seconded by Louise Greene, unanimously approved.

Scribe,

Robert L. Edwards
Assistant City Librarian
Edited by
Rick Meyer
City Librarian

Approval pending (draft 4/27/2020)