

**Minerva Public Library Board of Trustees**  
**Emergency Meeting**  
**April 6, 2020, 3:00 pm**  
**Via Zoom**

**Call to Order**  
**Attendance**

At the Emergency Board Meeting held on April 16 in the Library, the Board approved closing the library to the public until April 6 and paying staff their full wages during that time. At that time, the library was intending to provide drive-up window service to the public and have all public service staff report for work a few hours a week. The Ohio Department of Health issued a Stay at Home order to take effect on March 24; the library closed all on-site services on March 23.

**Extended Closing:** the Ohio Department of Health has extended the Stay at Home order to last through the month of April and expire at midnight on May 1. The exceptions for essential services in the Order do not include libraries; therefore the library needs to remain closed and provide no on-site service.

**Draft Resolution 20-04-01:** to close the library for all on-site services until May 2, 2020.

**Paying Staff:** the library has been paying regular staff their regular wage under the Emergency Closing provisions of the library Personnel Policy. This policy was not intended to cover closings lasting weeks rather than days. Mr. Dillie has information about what other libraries are doing and will share that with the Board.

**Draft Resolution 20-04-02:** to pay regular library staff their wages for their usual hours of work--20 hours a week for part-time positions and 40 hours a week for full-time positions-- through May 3, 2020, the end of Pay Period 10. The Director may require some work from home, but there is no expectation that staff will provide work equivalent to the hours of work in their regular schedule.

**April Board Meeting:** assuming Zoom works as expected, the Board can hold its regular meeting online. Mr. Dillie recommends moving that meeting to April 29, the last Wednesday in April, at 6:30 pm in order to address whatever changes there are in the general health outlook at that time.

**Draft Resolution 20-04-03:** to move the regular April Board Meeting to 6:30 pm on April 29, 2020 and to hold that meeting using the Zoom platform.

**Adjourn**