

## Minutes of Solon Public Library Board

Date: May 14, 2020

### Present (Via ZOOM meeting)

Jane Carr, Frank Cooney, Bob Lancaster, Sandy Lawrence, Jackie Nemecek, Seth Smith, March Sutton, Kris Brown (Librarian)

### Absent

None

### Call to Order

The meeting was called to order by *Sutton* at 7:00 pm.

### Approval of Agenda

Upon motion by *Lawrence*, second by *Lancaster* the agenda was unanimously approved.

### Approval of Minutes

Upon motion by *Lawrence*, second by *Lancaster*, the April 27, 2020 minutes were unanimously approved.

### Citizen's Speak

None

### Old Business

- **Review and possible action regarding library staff hours with disruption of work routines and the availability of "work at home" options**  
Reorganized and everyone doing very well filling out hours. Preparing paperwork for Summer Reading Program. All staff are able to cover their assigned hours.
- **Discussion and possible action regarding part-time wages as it applies to longer time off due to illness (COVID-19) or family emergencies**  
Part-time members don't have sick time. Normally able to adjust hours to make-up time. If sick or under long-term quarantine, there is concern about interrupted pay periods. City provided information on Comp time, which is not available under Iowa law. Board reviewed information on FFCRA (Families First Coronavirus Response Act) guidelines for paid time off due to COVID-19. Jackie questioned if the board needs more time to review the information before making a policy decision. No official action needs to be taken by the board at this time, as employees are covered by FFCRA through the end of 2020. Cassi asked about employees that show symptoms that do not end up being COVID-19 related. Board will investigate additional policy options with City to continue addressing the concerns of the staff.
- **Discussion regarding the process that staff is reviewing for re-opening the library**  
Staff is working on planning transition phases. Staff needs additional time to come to agreement about benchmarks for phases, will be discussing during their Friday staff

meeting. Need agreement about source that will be used to determine benchmarks, as there may be conflicting numbers from different sources. Looking for a 14-day decline in cases before limited reopening. Suggestion to look at City/County guidelines, however Library space is unique from City Hall and other local libraries. By next scheduled Board meeting the staff will have 2 meetings to plan/firm up questions about steps for reopening. Board suggested preference to focus on data from Johnson/Linn County (potentially other nearby counties) as opposed to numbers from surrounding states, as larger population centers can skew number of cases. Staff will also talk about limited curbside pickup options. Staff will review material quarantine needs and other barriers/concerns in an effort to work towards curbside material pickup.

### **New Business**

- **Review and possible action regarding city and county funding**  
City is keeping an eye on funding. City and County indicate everything looking stable through fiscal year. More information to be provided at next city council meeting.

### **Next Month's Agenda**

- **Director's Evaluation**
- **Solar Panels**

### **Adjournment**

Upon motion by *Lancaster* and second by *Nemecek*, the meeting was adjourned at 8:19 p.m.

### **Next Meeting**

- Tuesday, May 26, 2020 (rescheduled to day-after Memorial Day)
- There will be a closed-session during the May 26, 2020 meeting

### **Submitted by**

Seth Smith