



Western Sullivan Public Library

BOARD MEETING AGENDA

Jeffersonville Branch
and via Video Conferencing
March 16, 2020 at 5:00PM

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda
- IV. Public Comment Period
- V. New Business
 - a. Infectious Disease Protocol
 - b. Personnel Policy
 - c. Extended Closure through March 29, 2020
- VI. Adjournment

Next Meeting: Monday, April 13, 2020, 5:00pm at the Delaware Free Branch

DRAFT

The Western Sullivan Public Library takes into consideration the health and safety of both our patrons and our staff during times of epidemics and pandemics.

Infectious Disease Protocol

Staff are asked to wipe down all frequently touched areas, including but not limited to work stations, countertops, and doorknobs, with disinfectant wipes at a frequency to be determined by the Director, in accordance with guidelines from government or other relevant authorities.

Have hand sanitizer (at least 60% alcohol content) available throughout the library for public and staff use.

Encourage sick employees to stay home.

In the event of an epidemic or pandemic situation when the library is open for business:

If employees use gloves and masks, they will need training beforehand in proper removal and disposal.

Practice respiratory etiquette and hand hygiene. Staff are asked to wash hands (for at least 20 seconds, with soap and water) before and after all programs and shifts at the desk, and before and after using library equipment. They should also use hand sanitizer frequently during shifts at the desk.

When possible, scan library cards in patron's hand.

Request that all materials be returned in book drop. Wipe down all materials returned to the library with disinfectant wipes. Wipe down all materials returned in delivery.

If an employee becomes ill or exhibits relevant symptoms during a recognized epidemic or pandemic, the employee will be asked to go home. If the Director determines that the outbreak poses a great enough risk to public health, the decision may be made **by the Board** to grant paid sick leave to all employees who are unwell, even if they are not otherwise eligible **or have no sick time remaining, as per the library's Personnel Policy.**

Remove all plush toys from public spaces and disinfect. Disinfect all other toys at a frequency to be determined by the Director.

Disinfect all hard surfaces before and after programs, or as determined by the Director.. Serve only prepackaged food.

Use of the Library's Meeting Space

The Library will temporarily suspend the use of meeting spaces by community groups during times when social distancing is required.

Criteria for suspending programs

The Director will make the decision to cancel or postpone programs based on information from state and local authorities and guidance from RCLS.

Criteria for closing

The library will follow guidelines set forth by state and local health agencies, as well as take into account decisions by our local school district. The Director and the Board will make the final decision if closing is for more than three (3) consecutive days. If the library closes, Emergency Closing Procedures will be followed. ~~During this specific type of closing, at certain times, staff will be expected to be available during their normal work hours for online meetings, scheduled webinars, planning for programming, and preparing orders for when the library reopens. They will also be expected to come into work as needed to perform routine duties and to check the building on a rotating schedule, unless they are ill.~~

Schedule for critical needs if library is closed for an extended period of time

To be eligible for compensation during a time of emergency closure or reduced hours, employees must be ready, willing and able to work at the library and/or remotely on projects and tasks identified by the Director 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.

In the event that the library closes, the following tasks will be assigned to staff members on a rotating basis:

- Emptying the book drop
- Ensuring payroll is executed
- Building checks, including checking the heating/cooling systems and furnaces

As per our Personnel Policy, **all current** staff will be paid for the time they are scheduled to work during periods when the library is closed to the public due to an emergency of this nature.

If your position allows you to work from home, you may be permitted or instructed to do so by the Director. ~~Staff who have been advised by a doctor or other relevant authority to self-quarantine will not be permitted to come to work, but may be required to work from home if they are well enough to do so and if their position allows it.~~

Staff members required to self-quarantine will be eligible for paid time off as per the library's Personnel Policy.

Communication Plan

In the event of an epidemic or pandemic, the Director will be in contact with the Board about closures.

The Director will contact the Managers about any closings or changes to library operations as per the library's Emergency Closing Procedure. The Managers will contact staff and volunteers with this information. The Director will update the website and social media and will alert local radio stations and RCLS.

Means for continuing to provide information services and for educating the public

The Director will update the public via the library's website, social media, e-mail, radio, and newspapers. Links to local and national health organizations, and to other pertinent sources of information, will be shared via our website. The library will explore the possibility of increasing online and remote services, including ebooks and other downloadable and streamable media, during the period when an epidemic or pandemic presents a serious risk to health in our region.



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f. LATENESS / ABSENCE

- i. Promptness is a condition of employment. All employees are expected to be in their assigned place ready to work at the time prescribed. Punctuality demonstrates a commitment to the Library, is essential for good service, and shows courtesy toward fellow workers. While an occasional lateness may be unavoidable, chronic lateness is misconduct and will be cause for disciplinary action.
- ii. All absences from an employee's regularly scheduled workweek, must be accounted for by proper use of vacation leave, personal leave, sick leave, floating holidays or jury duty. If an employee does not have any of these categories of time available to use, arrangements can be made in advance, at the recommendation of the Director to the Board of Trustees, for the employee to receive unpaid leave. Any absence not accountable as described above, will be considered an unscheduled absence, which may be subject to disciplinary action.

g. EMERGENCY CLOSING OF THE LIBRARY

- i. On occasion it may be necessary for the library to close due to inclement weather, a power failure, or other unforeseen circumstances. Because of our important public service function every effort will be made to keep these closings to a minimum. It is the Director's, or his/her delegate's responsibility to determine what action is most appropriate. After such a decision is made all affected staff members will be notified, if possible. Radio stations will be asked to announce such closings and closing will be posted on social media and the library's website. All staff members scheduled to work that day will be compensated at their normal rate of pay for the hours scheduled. If an employee is scheduled to be off work for any reason (e.g. vacation or personal time), no additional compensation will be granted or changes in schedule allowed. Employees so designated will notify the staff at each branch.
- ii. If an employee takes time off because of weather or road conditions when the library is not closing, the employee must use his/her vacation, personal time or compensatory time.

h. EMERGENCY CLOSING FOR EXTENDED PERIODS

- i. **At the discretion of the Director and the Board of Trustees, the library may decide to close for extended periods of time, in response to**



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recommendations from state and local governments, RCLS, or the School District, or on the basis of other considerations. See Infectious Disease Protocol.

i. REST PERIODS / MEAL TIMES

- i. Every employee who works four (4) consecutive hours or more is entitled to one (1) fifteen minute rest period. Rest periods should be scheduled in order to maintain good library service. Breaks are not to be used for leaving early or coming in late.
- ii. Any employee working more than six (6) consecutive hours is required to take a thirty (30) minute meal break. This break should be scheduled as close as possible to the mid-point of his/her shift, as is convenient for the employee, and as is necessary in order to maintain good library service. The meal period is uncompensated. Updated 7/2012

j. PERSONAL APPEARANCE AND CONDUCT

- i. Employees who have contact with the public represent the library in their appearance, as well as by their actions. It is expected that the Library staff will always be neat in appearance. Dress should be appropriate for the situation. The wearing of suggestive attire, shorts, flip flops, t-shirts, and similar casual attire is not permitted. Jeans are permitted on casual Friday and weekends. Smoking by employees and volunteers is only permitted in designated areas outside the library.
- ii. Friendly, prompt, and efficient service should be given at all times. Patience, poise, tact, and self-control are essential in all contacts with both patrons and colleagues. Staff members should be courteous, dependable, and willing to cooperate with others. Adaptability to all situations, even though they may not be personally pleasing, is essential.
- iii. Staff members should promote good morale by eliminating personal antagonisms. Criticism of the policies of the Library should be made constructively and to the proper authorities. Loyalty to the Library and to co-workers is essential. Members of the staff should value their contribution to library service and respect the integrity of their colleagues. Every effort should be made to promote smooth, harmonious operation of the Library.



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- iv. In order to insure good library service, the appropriate supervisor or Director must approve personal leave in advance. Sick leave may be used if the employee is sick and unable to report for work. If the employee wishes to use sick leave a minimum of two hours' notice must be given to the employee's supervisor, before the employee's shift is to begin. (Messages should not be left on the library answering machine; employees should contact their supervisor directly).
 - v. If the employee does not have any sick/personal leave available, arrangements may be made, at the Director's discretion, for unpaid leave. Employees who do not adhere to these guidelines will not be compensated for any time missed, and time missed will be considered an unscheduled absence.
 - vi. During Emergency Closings for Extended Periods, the Board will approve granting paid sick leave to all employees who are unwell, even if they are not otherwise eligible or have no time remaining. The total sick time granted is determined based on the severity of the situation.
 - vii. If a staff member not personally ill is required to remain absent because of quarantine imposed by a governing authority, or if a staff member is required to self-quarantine, the staff member will supply a written statement from their healthcare provider stating the period of the required absence and when it is safe for the staff member to return to work. The staff member will be paid for their regularly scheduled hours.
- To be eligible for compensation during quarantine leave, employees must be ready, willing and able to work remotely on projects and tasks identified by the Director 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.

b. Vacation Leave

- i. All vacation leave is granted on a pro-rated basis, employees may request allotted vacation time after three months of successful employment; Vacation requests must be approved by the employee's direct supervisor.
- ii. If an employee resigns their vacation leave will be pro-rated according to the amount of time worked in that year. Employees are not entitled to their full vacation benefits if they do not work the full year. Unused vacation leave is



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**Approved Minutes of the Board of Trustees Special Meeting
Jeffersonville Branch and Via Video Conferencing
March 16, 2020**

Members present: Evan Eisenberg, Kevin McDonough, Amber Novikov, Chris Peacock, Linda Pomes, Pam Reinhardt, Barbara Winfield (Evan and Pam on line)

Members absent: Marge Brown, Heidi Rivera

Staff present: Audra Everett

Call to Order

At 5:05 pm, the special meeting was called to order by President Chris Peacock with the Pledge to the Flag.

Adoption of Agenda

Barbara Winfield moved, Amber Novikov seconded the Adoption of Agenda. Unanimously carried.

Public Comment

none

New Business

- a. Evan presented the Infectious Disease Protocol for the by-laws committee. On Evan Eisenberg's motion, Barbara Winfield's second, the Infectious Disease Protocol was unanimously approved.
- b. Amendments to the Personnel Policy, Emergency Closing for Extended Periods, section h. i, Personal Appearance and Conduct section j. vi, and vii were moved by Barbara Winfield, seconded by Kevin McDonough, unanimously carried.
- c. Following the RCLS recommendation to close the Library through March 29, 2020 was moved by Amber Novikov, seconded by Barbara Winfield and unanimously approved.

Adjournment

On a motion by Kevin McDonough, seconded by Barbara Winfield, the meeting was adjourned at 5:37.

Linda Pomes
Secretary