

Westchester Public Library
Board of Trustees
Minutes
Special Meeting
March 16, 2020

A special meeting of the Westchester Public Library Board of Trustees was held at the Thomas Branch of the Westchester Public Library, 200 West Indiana Avenue, Chesterton, Indiana on Monday, March 16, 2020 at 7:30 pm.

Board members present: Kathryn Cochran, Michele Corazzo, Michael Livovich, Drew Rhed, and Nick Tilden

Board members absent: Abbe Trent and Rondi Wightman

Also present at this meeting were Library Director Lisa Stamm, Attorney Terry Hiestand, and Minutes Recorder Christine Hoover.

This meeting was called to order by Board President Nick Tilden at 7:30 pm.

The purpose of this special meeting was to review and adopt the Epidemic and Pandemic Policy recently written by Director Stamm. A copy of this newly-written policy, along with an optional National Emergency Payroll Policy and National Emergency Policy was provided for the Board members' review and discussion.

Director Stamm advised that the Indiana State Library has submitted a request to the Governor's Office to allow public library Boards to have the option of cancelling Board meetings or allowing remote Board meetings during the months of March, April, and May. There has not been an answer to this request as of now.

It was suggested, due to the positive response to the informational statement Director Stamm wrote to patrons, that she issue another written statement to the public explaining why the Library is closing, without being mandated to close. It was also suggested that the Library give definitive and consistent reasons and for the current Library closure, with staff and trustees using the same language. Director Stamm emphasized that the language staff have been told to use is as simple as the factual "in the interest of public health and safety", and that should remain the language for staff and trustees to use.

Director Stamm advised that the Library will continue to use Facebook and the Library's website to keep the public informed about Library happenings. It was determined that the optional National Emergency Payroll Policy was not needed as the Epidemic and Pandemic Policy was sufficient with the following suggested changes:

It was suggested to have the second paragraph on page 6 changed to state:

For Emergency Level 4, wages of nonexempt, full and part-time staff are approved for as long as the Library is mandated closed.

It was suggested to change the wording on page 5, sixth paragraph, to read:
(bold lettering is changed wording)

*For Emergency Level 3, wages of nonexempt, full-and part-time staff are approved for a **4-week** period from the time the level is declared, after which re-approval from available Trustees will be sought by the Director.*

It was suggested to change the last paragraph on Page 1 of the Epidemic and Pandemic Policy to read:
(bold lettering is changed wording)

*The Director will communicate with the Board of Trustees immediately before (if possible) and periodically throughout each Emergency Level. For Emergency Level 3, regular wages of nonexempt, full- and part-time staff are approved for a **4-week** period from the time the level is declared, after which, re-approval from **at least two** Trustees will be sought by the Director.*

A motion was made by Drew Rhed to approve the Epidemic and Pandemic Policy as written with the three changes addressed and as follows:

1. For Emergency Level 4, wages of nonexempt, full and part-time staff are approved for as long as the Library is mandated closed. (page 6, second paragraph)
2. For Emergency Level 3, wages of nonexempt, full-and part-time staff are approved for a **4-week** period from the time the level is declared, after which re-approval from available Trustees will be sought by the Director. (page 5, sixth paragraph)
3. The Director will communicate with the Board of Trustees immediately before (if possible) and periodically throughout each Emergency Level. For Emergency Level 3, regular wages of nonexempt, full- and part-time staff are approved for a **4-week** period from the time the level is declared, after which, re-approval from **at least two** Trustees will be sought by the Director. (Page 1, last paragraph)

Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

The date of the next regular Board meeting is Thursday, April 9, 2020, 7:00 pm at the Thomas Branch of the Westchester Public Library.

A motion was made by Drew Rhed to adjourn this meeting at 8:30 pm.

Respectfully submitted,

Christine Hoover, Minutes Recorder for
Abbe Trent, Secretary