

PINCKNEY COMMUNITY PUBLIC LIBRARY BOARD MEETING
MARCH 15, 2020
3:00 PM
SPECIAL MEETING MINUTES

Present: Kate Pratt, President; Kate Robertson, Treasurer; Patti Nicholson, Secretary; Laura Burwell, Vice President; Karen Diaz, Trustee, and Hope Siasoco, Library Director

CALL TO ORDER at 3:01 pm

PUBLIC COMMENT No public present

SPECIAL ISSUES:

- Infectious Disease Outbreak Policy
 - Kate Robertson moves to remove section 3E Sick Patrons. Kate Pratt seconds. All in favor. Motion passes.
 - Laura Burwell motions item 3B be changed to the following:
 - 3B Library Closure. The Library Director has the authority to close the library for an indefinite period of time during any infectious disease outbreak. Any patron may appeal the decision within thirty (30) business days of the date of closure by sending a written letter to the Library Board. The Library Board shall meet during that time to determine whether to reopen the Library. The Library Director shall use reasonable efforts to post notices of the closure, including posting notices at the Library and on the Library's website.
 - Karen Diaz seconds. All in favor. Motion passes.
 - Kate Pratt motions to adopt the Infectious Disease Policy. Laura Burwell seconded. All in favor. Motion passes.
- Employee Handbook
 - Paid Personal Time Off (PTO) for Employees' Regular Scheduled Hours During a Pandemic Outbreak shall read: "Should the Library close due to a pandemic, the Board of Trustees has resolved that all employees of the Library will be paid for their regular scheduled hours."
 - Illnesses during a Pandemic Outbreak Period: Add Section 3 - During a pandemic period, all staff members will be paid sick time without penalty to their accrued benefits.
 - Inclusion of yearly flu shots in the Employee Handbook: Discussion was held. No changes made.
 - Laura motions to approve additions and amendments to the Employee Handbook as noted above. Kate Robertson seconds. All approve. Motion passes.
- Library Action Plan: The Board reviewed the proposed "Pandemic Outbreak Library Action Plan for PCPL" and agreed with the plan with the addition of a Note at the bottom of the page saying: "Please refer to the Library's Infectious Disease Outbreak Policy"

ISSUES

- March 19, 2020 Regular Monthly Board Meeting: Anne Seurnyck, Library's Lawyer, will attend either in person or via teleconference at 10am. Kate Pratt noted that regular library business should be discussed starting 9:30am to enable the Board to have more time with our lawyer.

CALL TO THE PUBLIC No public present

ADJOURNMENT Patti motions to adjourn. Karen Robertson seconds. Adjourned at 4:30 pm
Respectfully Submitted,
Patti Nicholson, Secretary