

Date: Tue, Apr 21, 2020 5:00 PM

Call to Order

Held virtually via: <https://global.gotomeeting.com/join/931377717>

Meeting called to order at 5:04PM by J. Martin, President

Members Attending: S. Bednar, M. Dilts, T. Harmer, M. Ireland, B. Lee, L. Kier, J. Martin, J. Costello, H. Martyniuk, K. Babb

Also Attending: H. Smith (Director), C. Barrows (Assistant Director)

Welcome and Introduction of Guests

- Welcome by J. Martin.
- No guests

Approval of Minutes of Previous Meeting (Feb 18, 2020) (March Meeting was Cancelled)

February Meeting Minutes MOVED by M. Ireland to approve & SECOND by H. Martyniuk.

APPROVED.

Copy already sent to Wilma and in Dropbox

Current Business (Recurrent Items)

- **Director's Report**
 - An employee was terminated due to inappropriate social media
 - Rent for New Holland Band
 - Rent is billed quarterly and the Q2 rent invoice has not been sent.
 - Decision to allow rent to be billed as usual and revisit with board if required as that would require a budget change
 - Staffing during the building closure
 - Heather and Carla working full time from home, Part Time assistants on reduced hours (8/week) with option for front line staff to do additional 4hr/week in training.
 - Part Timers are eligible for Unemployment, but claims will not affect our unemployment insurance rate if due to COVID.
 - Kept employees on reduced payroll in order to retain employees and based on the assumption of a limited timeframe.
 - Discussion on Payroll Protection Program (2020 program offered as part of the COVID pandemic which offers loans to small businesses. Provided 75% of the loan is spent on payroll to keep employees at 2019 average hours, the loan can be converted to a grant)
 - PT Staff total pay 79-91hr/week compared to typical 120-132hr/week

- Motion to table to treasurer section MOVED by M. Dilts. Motion dies for lack of a second.
 - Heather's preference is to keep people on payroll. In order to be eligible for the PPP conversion to grant, the employees cannot claim unemployment.
 - Funds for other businesses have come through in a week. Have 8 weeks to spend the funds.
 - Amount of loan is equivalent to 2.5 months of 2019 payroll.
 - Motion that the board allow the treasurer and comptroller pursue loans from PPP or COVID emergency plan MOVED by M. Ireland. SECOND by B. Lee.
 - Motion to amend to stipulate that money is to be used in a way that meets qualifications for loan to be converted to a grant MOVED by M Dilts. Motion dies for lack of a second.
 - H Martyniuk raises the existence of a second program called Economic Injury Disaster Loan (EIDL) which provides up to \$10K.
 - Motion that treasurer and comptroller be allowed to pursue all SBA grants and loans to determine what the library qualifies for and apply to eligible programs MOVED by H. Martyniuk.
 - Motion to Amend to the Loans made available as a result of COVID 19 crisis MOVED by L Kier.
 - Motion to Revise Motion that the Treasurer and Comptroller can apply on the behalf of the library for PPP and/or EIDL loan/grant program MOVED by M. Ireland. SECOND by H. Martyniuk. APPROVED
 - Board will be notified if the application is denied and future action by management committee will be needed.
 - Draft Transition Plan for reopening being prepared and will be sent out later in the week for feedback.
 - Plan will consist of multiple stages and is a procedure rather than a policy to accommodate changing circumstances
 - Heather is checking on building 2X per week, Wilma 1X per week, and Mike every other week.
 - Carla sent out assistant director report and will be heavily revising summer reading
- **Governance Committee report**
 - No report
 - **Management Committee report**
 - No report
 - **Programs & Services Committee report**
 - No Report
 - **Fundraising Committee report**
 - No Report
 - **Treasurer Report: M Ireland**
 - Full Time Employees get Salary, Part time getting partial hours. 7 people being paid.
 - Motion to accept and file report MOVED by M Ireland, SECOND by L. Kier, APPROVED

New Business

- **COVID 19 Situation:**
 - Operations
 - Current Financial Position is strong due to the generous gifts received over the past few years
 - 2020 Fundraising Initiatives
 - Discussion and decision to cancel the 2020 Gala and focus efforts on a summer mailing and Extraordinary Give in November
 - Will see if the \$500 deposit for Gala venue will be returned or can be applied to 2021 Gala
 - Fundraising committee will make plans for revised 2020 fundraising

Other Business

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-

Correspondence Needed:

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Upcoming Meetings:

May Meeting on May 19, 6pm, will be virtual meeting.

Adjournment

Meeting Adjourned by J. Martin @ 6:23pm for executive session

Minutes by: M. Dilts