

**Board of Library Trustees  
March 26, 2020 at 4:00 pm  
Via Zoom.com online  
Minutes**

**Meeting held virtually:**

**Via Zoom:**

Carolyn McHugh, President  
Catherine Grasso, Vice President  
Kip At Lee, Secretary  
Delores Brown  
Ron Crupi  
Martha Grahame  
Jeffrey Lewis  
Carrie Willson, Executive Director

**Call to Order:**

Meeting called to order at 4:02pm by President McHugh.

**Minutes**

Mr. Lewis made a motion to approve the minutes from the March 17, 2020 Board of Library Trustees (BOLT) meeting, the motion was seconded by Ms. Grasso and unanimously approved.

An electronic vote taken via email on March 18 was recorded into the official minutes. Mr. At Lee moved and Ms. Grasso seconded a recommendation by President McHugh, that limitations described in the Telework Policy of the Library be waived for the duration of the Coronavirus crises and that supervisors be authorized to approve telework at their discretion. The motion passed.

**Unfinished Business - Pandemic Response**

Prior to the meeting, Executive Director Willson had shared a selection of output reports from library locations, and coordinators. ED Willson stated that all employees have been able to telework except for the custodian whose duties do not translate to telework. Mr. At Lee moved, and Mr. Lewis seconded, that ordinary administrative leave be extended to the custodian. The motion passed unanimously.

The BOLT shared their praise for library staff and for all that has been accomplished so far during this unprecedented challenge.

ED Willson shared additional information with the BOLT regarding the library's response.

After some discussion, Mr. At Lee moved and Ms. Grahame seconded a motion stating that the Library will not reopen until appropriate authorities determine that it is safe to do so. This decision will be reviewed every two weeks.

The Executive Director shared the new Families First Coronavirus Response Act with the BOLT. It requires the library to offer two weeks of paid sick time to any staff member diagnosed with COVID-19 or caring for someone diagnosed with COVID-19. The Act also allows for an additional 10 weeks of leave to care for a child not in daycare or school at a reduced (2/3) rate of pay. Willson stated that she would be sending information about the Act to staff on 3/27/20 but that she was not sure that anyone would need to avail themselves of the protections in the act since the BOLT had already made generous provisions for staff to work safely and with flexible schedules.

### **Announcements/Other**

~~May 4-6 MLA Conference at Hyatt Regency in Cambridge, MD~~ Postponed until October 19-21  
April 28 MD Primary moved to June 2.

Encourage everyone to fill out the Census 2020.

### **Adjournment**

President McHugh adjourned the meeting at 4:37 pm.

### **Next Meeting**

The next meeting will be held virtually on Tuesday, April 21 at 4pm via Zoom

Respectfully submitted,

Carrie Willson