Smyth County Public Library Special Meeting (Telephonic)

11:00 a.m. March 31, 2020

Hosted at FreeConferenceCall.com

Trustees Attending: Deanie Dimick, Chair; Iris Worley, Vice-Chair; Carole Greer; Jane Tate

Others in Attendance: Robb Farmer, SCPL Library Director

I. The Meeting Agenda (copy attached) was presented. Ms. Worley made a motion to adopt the agenda. Ms. Greer seconded. The motion passed unanimously.

II. Discussion was held regarding the issues of (1) whether to extend the closure of Smyth County Public Library past March 31st, 2020, for the health and safety of the public and library staff; (2) the duration of the closure, should it be extended; and (3) assuming there be an extended closure, when the next review of its duration be held. After discussion, Ms. Worley moved that closure be extended through the month of April, 2020, with the Trustees to review any change to the duration of closure by April 26th, 2020. Ms. Greer seconded. The motion passed unanimously.

III. Discussion was held regarding the employment status and compensation for SCPL employees during the extended closure. Possible options discussed were:

1. Continuing to pay all staff during closure, as was done from March 16th – March 31st
2. Furloughing all staff other than the absolute minimum necessary to conduct library financial business; system management; and location supervision. Furloughed staff would be considered “no work’ employees eligible for unemployment benefits.
3. Regular employment and compensation for full time staff and select part time staff provided either they can and choose to work primarily from home, and or use accrued paid leave time. All other staff furloughed for “no work” status and eligible for unemployment benefits.
4. Regular employment and compensation status for (1) full time exempt staff who can and choose to work primarily from home, and/or use accrued paid leave time; OR (2) full time non-exempt staff who can fulfill their regular duties onsite and/or use available paid leave time. Furloughed status for (1) full time employees unable to meet those criteria and (2) all part time employees for “no work” and eligible for unemployment benefits.

After discussion, Ms. Tate moved to adopt Option 4. Ms. Greer seconded. Motion passed unanimously. Library Director was instructed to draft a memorandum to all employees, detailing Board decisions regarding employment status and closure schedule. Library Director was instructed to send the drafted memorandum to all Trustees for edits and approval. Upon approval, memorandum was to be sent to all employees. A copy of the improved memorandum is attached. Library Director instructed to contact all full time employees and ask their preferred status.

IV. February financial statements were approved unanimously previously discussed by email during the library closure. March and April statements were scheduled to be addressed at April Board of Trustees meeting, which was to be held remotely and set for the regularly scheduled date and time of April 16th at 5:30 p.m. Ms. Greer so moved. Ms. Tate seconded. Motion passed unanimously.

V. Ms. Worley moved for adjournment. Ms. Greer seconded. Motion approved unanimously. Audio for this meeting available online at SCPL website.