

*Auglaize County Public District Library Trustee meeting.
Virtual Meeting done Via Zoom. Wapak Library open for public comment*

Pat Block called the meeting of the Auglaize County Public District Library Trustees to order at 12:00 p.m. on April 13th, 2020.

Trustees present: Pat Block, Barbara Pelly, Connie Schafer, Ron Pepple, Chuck Rowen, Courtney Burton, and Cathy Maurer.

Also Present: Beth Steiner, Jenny Eyink, and Kristine Spyker

PUBLIC Comment:

No public attended the meeting

MINUTES FROM March 9th, 2020 and March 13th, 2020

Barbara Pelly made a motion to accept the minutes from the March 9th and March 13th meeting and Chuck Rowen seconded the motion.

Roll Call:

Connie – aye, Cathy - abstain, Chuck – aye, Ron-aye, Courtney – aye, Pat-aye, Barbara - aye

FISCAL OFFICER REPORT

Jenny Eyink discussed her financial officer report. Jenny discussed the possible cuts in PLF due to the Corona Virus.

Ron Pepple recommended cutting expenditures of 25%. The administrative team will look at various options to do so.

March Financial Reports & Donations

Jenny Eyink, Fiscal Officer, presented the financial information for March 2020

Motion by Ron Pepple to show Board review of financial information listed here to include the following for March 2020:

Monthly Financial Statement, Payment Listing, Bank Reconciliation, Bank Statement, and Monthly Donation Sheet. Cathy Maurer seconded the motion.

Roll Call:

Connie – aye, Cathy - aye, Chuck – aye, Ron-aye, Courtney – aye, Pat-aye, Barbara - aye

LIBRARY SERVICES MANAGER

Kristine discussed she was researching various options for the next few months programs. Due to the uncertainty of the Summer Reading Program, she has various alternatives.

DIRECTORS REPORT:

Beth Steiner discussed the Director report. Beth discussed the timeline of recent events. Beth has been busy issuing e-cards, updating the library social media sites, and preparing plans for when the libraries re-open to the public.

Beth noted how great Fred has been on picking up various extra duties. The Board noted a huge thank you to the administrative staff for all their hard work during this time.

Beth read some thank you message from various employees.

Beth asked various questions by staff during this time regarding working from home. A few employees have had interest in presenting virtual classes, book clubs, etc. The Board did not have a problem with employees doing this.

Beth asked the Board about Technical Services Lead, Rhonda Toland, coming into work to catalogue books. Rhonda is set to retire the end of April. Her new employee was not given enough time to train due to the shut-down. Rhonda planned to retire the end of April, be off the standard 60 days, and come back to work the first part of July. The Board was fine with Rhonda coming in to catalogue the books.

OLD BUSINESS:

None noted.

NEW BUSINESS:

1. Covid-19 Pandemic Time Period

a. Check signing:

Jenny asked the Board how they would like her to issue checks. Typically, Jenny and one board member sign all checks. This is an internal control set by the board, and it is not required by the bank. Jenny presented the option of emailing a report of checks issued each time there are checks and then a board member could approve the check run.

Ron Pepple made a motion to temporarily approve Jenny to send a list of checks to one of the board members for approval via email. Connie Schafer seconded this motion.

Connie – aye, Cathy - aye, Chuck – aye, Ron-aye, Courtney – aye, Pat-aye, Barbara – aye

b. Employee Pay vs. Unemployment:

Jenny has been looking into various options of payroll for our staff. Jenny has discussed with Library Fiscal Officers all over the State of Ohio on how they are handling it. With the CARES ACT, many normal unemployment requirements are changing. This is all uncharted waters. There are many variables involved and information is constantly changing.

Jenny informed the board that ACPDL is a reimbursing employer for unemployment purposes. This “usually” means any unemployment claims would be 100% the responsibility of the Library. This too is possibly changing.

Courtney Burton presented the idea of a possible voluntary lay-off. Questions were raised on how this would work and the possible pros/cons for employees that would choose this option. The Board instructed Jenny to discuss this option with Ohio Library Council Legal Department.

Jenny discussed who would take the responsibility for health insurance premiums if employees went on unemployment.

The Board questioned that employees are still receiving sick and vacation leave accrual during this time. The Board instructed Jenny to discuss this with Ohio Library Council Legal Department.

Once Jenny receives the information back from OLC, the Board would like to hold another Board Meeting.

c. Reopening Our Doors:

The date of reopening our doors is still unknown. Beth discussed a gradual reopen once the current restrictions are lifted.

Motion by Connie Schafer to adjourn at 1:37 pm, seconded by Barbara Pelly.

All in favor: aye

Respectfully submitted,

Jenny Eyink, Fiscal Officer

Pat Block, Board President