

MINUTES OF SPECIAL BOARD MEETING
July 15, 2020

The Special Meeting of the Trustees of Lane Public Library was held via video conferencing on Wednesday, July 15, 2020, with Trustees Ted Pickerill, Sandy Pizzano, Nancy O'Neill, Marcia Koenig, Brenda Dales, and Kelly Berry were present. Daniel Hall was absent.

Joseph Greenward, Director, and Rob Carringer, Fiscal Officer, were also in attendance.

1) The meeting was called to order by Mr. Pickerill.

2) Director and Fiscal Officer Reports

a. Director's Report

We reopened our buildings to the public on June 29th. We are operating our regular hours except for no Sunday hours. The Tech Center and Smith Library are still available by appointment only. We have the following safety restrictions in place:

There will be an occupancy limit of 50 people at a time in each building. Patrons will be asked to wait outside if the occupancy limit has been reached inside the building. Some entrances may be temporarily closed during this time and occupancy limits may also be required in busy areas within the library.

Masks are currently required due to the increase in cases of COVID-19 in Butler County. Masks will be available if you do not have one. If you are unable to wear a mask due to a medical condition, we are happy to serve you through the library drive-thru windows, curbside, or via home delivery. No one except children under the age of 2 will be permitted in the library buildings without masks. Please call the library for more information.

Patrons and staff will be expected to maintain physical distancing guidelines of six feet or more.

Length of visits: We encourage you to use the services needed, but not stay in the building longer than necessary. We recommend visits of one hour or less for most situations.

Returns will continue to be handled only through the drop boxes due to the need to quarantine these items before they are checked in.

Patrons will be asked to sanitize their hands at the hand sanitizing station at the entrance before proceeding into the building. Hand sanitizing stations will also be available throughout the building.

Food and drinks in open containers are currently prohibited.

The Bookmobile has resumed community stops, but no patrons are allowed on the vehicle, and we have continued with our Summer Reading Club, take home craft kits, and virtual programs and story times.

We did have a staff member test positive for COVID at the Fairfield Branch. The staff member last worked on July 6th and received a positive test result on July 11th. We closed the branch immediately and notified the Butler County Health Department. They provided guidance on who needed to quarantine and a letter to distribute to staff

and patrons who might have been exposed. We had to quarantine 3 other staff members based on their guidance. The library reopened today (July 15th).

b. Fiscal Officer's Report

The 2020 July Public Library Fund (PLF) amount was better than expected. The July PLF was 2.2% higher (\$11k) than July of 2019. Compared to the 2020 State Budget projections, the actual July 2020 PLF amount was 2.6% less (\$14k) than projected.

The 2020 June YTD General Revenue amount is about 7.2% less (\$308k) than the prior year period. The 2020 YTD June General Operating Expense amount is 5.6% less (\$201k) than the prior year period. For the first six months of 2020, there is a Net Surplus of \$524k.

3) New Business – Executive Session

- a. Ms. O'Neill presented a motion for the Board to go into Executive Session to discuss the Ohio Public Health Advisory System associated with the COVID-19 Virus and what bearing the level changes will have on the library operations including personnel. This was seconded by Ms. Pizzano and all those present voted by roll call:

Mr. Pickerill	Aye
Ms. Pizzano	Aye
Ms. O'Neill	Aye
Ms. Koenig	Aye
Dr. Dales	Aye
Ms. Berry	Aye

- b. Ms. Koenig presented a motion to end Executive Session and return to the Special Board Meeting. This was seconded by Ms. Berry and all those present voted aye.

- c. The Board decided to meet on Friday, July 17, 2020 at 11 a.m. at the Lane Administration Center. (Please note this meeting was later canceled.)

- 4) Ms. O'Neill presented a motion to adjourn the meeting. This was seconded by Ms. Koenig and all those present voted aye.