

Minutes

Emergency Meeting of the Board of Trustees of the Sandwich Public Library District
925 S. Main Street – Sandwich, IL 60548
Saturday, March 14th, 2020 @ 9:00 AM

Roll Call: Meeting called to order at 9:00 AM by President Jane Wolf. Present: Trustees Jennifer Boring, Ruth Fish, Denise Li & Jennifer Penn. Trustee Nancy Sanders arrived at 9:15 AM. Also in attendance was Library Director Barb Posinger, Matthew Jones (Adult Services Coordinator) and Cindy Fraser (Public Services Assistant). Trustee Denise Curran was absent.

An emergency meeting was called due to the outbreak of the Coronavirus and the impact on the library and staff. By proclamation on Friday, March 13th by Governor J.B. Pritzker, all private and public schools were closed until Monday, March 30th. The library has chosen to follow the same recommendation and timeline. Staff will continue to be paid their regular salary during the shutdown.

Library Director Barb listed many libraries that were closing and felt that libraries that chose to remain open would be closing soon. Board raised concerns about having the building empty during the shutdown period, and it was agreed that staff, with modified working schedules, would report to work during normal business hours. Saturday hours will be cancelled.

Final decisions, at the direction of the library director:

- No books are to be placed in the drop box. A notice will be posted.
- Staff will work regular hours including conducting deep cleaning of facilities
- Staff will receive their regular salary
- The library will contact the handyman offering him regular work hours, including carpet cleaning, upon receipt of a doctor's approval to return to work. The handyman has been sick recently.

Adjournment: Motion made by Ruth Fish and seconded by Jane Wolf to adjourn at 10:00 AM. Motion carried by viva voce vote.

Denise Li, Secretary