

**Priest Lake Public Library District  
Board of Trustees Special Meeting  
Priest Lake Public Library Meeting Room  
Wednesday March 18, 2020 10:00 A.M.  
Emergency Special Meeting Minutes**

**Call to Order:** Deb called the meeting to order at 10:07 A.M. Present were Deb Sudnikovich, Chair Person; Jaime Yob, Library Director; Jessica Rogers; Laurel Smith was present on speaker phone.

**Approval of Special Meeting Agenda:** Laurel made a motion to approve the special meeting agenda. Jessica seconded the motion. A vote was held: Jessica voted yes, Laurel voted yes, Deb voted yes. The motion was approved.

**\*\*Make a Coronavirus Plan, Policy and Procedure:** Current COVID-19 pandemic was discussed. An email recently received from the American Library Association was passed out and reviewed. "American Library Association (ALA) strongly recommends that public libraries and their trustees and governing bodies evaluate closing libraries to the public and only reopening when guidance from public health officials indicates the risk from COVID-19 has significantly subsided." ALA also encourages libraries to ensure that all library workers receive fully paid leave, including health coverage, while libraries are closed. The president, in the last week, has declared a State of Emergency and is recommending no gatherings of more than 10 people, social distancing and encouraging Americans to stay home for a couple weeks. If we all work together as a whole in our communities we can combat this virus. In the recent weeks we have had a huge increase in patrons traveling to the lake from 'Hot Spots' to be in their summer homes during the pandemic and they have been visiting the library, some not feeling well. Marnie & Lisa were both asked to stay at home because they fall into the category of most venerable at this time. Marnie is staying home at this time and Lisa will evaluate her risk in the upcoming days. Jaime recommends the library close immediately to the public, offer curbside service for drop offs and hold pickups until end of business day on Saturday. Then starting on March 23<sup>rd</sup> close completely to the public for a couple weeks and reevaluate around April 6<sup>th</sup>. West Bonner County School District is closed until April 8<sup>th</sup>. During the closure, the staff has a list of projects that will be worked on along with working on offering online programs and other creative ways to continue to serve the community. Laurel had some ideas and resources she will share for online learning and ways to stay proactive during the pandemic. Some companies are offering discounts to be members right now. Jaime will look further into this and has the authority in the budget to become a member if there is a program the community would benefit from.

**-Vote on action plan**

- Laurel made a motion to close the library immediately, offer curbside service only through Saturday and the library will remain closed to the public through April 8<sup>th</sup>. The employees will continue to work as necessary and safe to do so at the director's discretion. Jessica seconded. A vote was held: Jessica voted yes, Laurel voted yes, Deb voted yes. Motion passed.
- Jessica made a motion to form a COVID-19 Pandemic Committee to work with the director and reevaluate whether to extend or modify the existing closures on April 6<sup>th</sup> and/or any other precautionary measures that need to be taken. Jessica nominated herself and Deb to be on the committee. Laurel seconded. A vote was held: Jessica voted yes, Laurel voted yes, Deb voted yes. Motion passed and the committee formed. The director will continue to monitor the situation and advise the committee and the board members of any changes.
- Laurel made a motion following the ALA recommendations to continue to pay normal hours and salary and pay employees through April 8<sup>th</sup> with the committee reviewing after that point. The committee has the authority to modify or extend as needed. Jessica seconded. A vote was held: Jessica voted yes, Laurel voted yes, Deb voted yes. Motion passed.

**Adjourn:** Jessica motioned to adjourn the meeting at 10:47 A.M. Deb seconded. Meeting ended.

**\*\*Denotes action items**

**Next Meeting: April 14, 2020 @ 3:00 P.M.**