

**LOWVILLE FREE LIBRARY BOARD OF TRUSTEES
SPECIAL MEETING MINUTES
MARCH 21, 2020**

- **PUBLIC FORUM:** None
- **CALL TO ORDER:** 2:33pm. **PRESENT:** (Teleconference) Karen Oldroyd, Meghan Harney, Danielle Munn, Sharon Sears, Jamie Roberts, Jamie Haggett, Shannon Schrag, Jesica Nichols, Bill Waite.
- **MOTION 1:** Approve attached quarantine leave policy, and approve updates to attached emergency closing policy. Jamie H. moved, Danielle 2nd, **MOTION APPROVED.**
- **MOTION 2:** Approve staff to work from home as proves practical and necessary for the time during which the Lowville Free Library is closed, with staff to be compensated according to the emergency closing policy through April 11, 2020. Staff needs and compensation for future pay periods will be reviewed at the April 7, 2020 meeting of the board. Danielle moved, Jamie R. 2nd, **MOTION APPROVED.**
- **MOTION 3:** Close the Lowville Free Library until such time as in-person staffing is allowed in New York State. The closure includes all staff, except for minimum necessary activities to be assigned by the Director. Bill moved, Jamie H. 2nd, **MOTION APPROVED.**
- **MOTION 4:** Reallocate \$600.00 of the materials budget to be used by NCLS to purchase e-materials for the digital collection. Jamie H. moved, Jamie R.2nd, **MOTION APPROVED.**
- **NEXT MEETING:**
 - Tuesday **April 7,2020** at 6pm. By teleconference unless we can meet in person.
- **ADJOURNMENT:** 2:40pm. Bill moved, Danielle 2nd, **MOTION APPROVED.**
- **DRAFT:** (3/22/2020) to be submitted for approval **April 7, 2020** at the board meeting.