

# *Synopsis of Special Board Meeting*

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May 7, 2020  
WebEx Virtual Meeting

**CALL TO ORDER at 7:00 p.m.**

**ROLL CALL** – Mr. Bowling, Present; Mr. Carr, Present; Mrs. Cline, Present; Mrs. Denison, Present; Mr. Hanseman, Present; Mrs. Herrick, Present; Mr. Nunna, Present; also present Ms. Fultz, Director; Ms. Fingers, Deputy Fiscal Officer; Ms. Robinson, HR Manager; Mr. McCurdy, LWC and members of the public.

**HEARING OF PUBLIC** – None

## **LONG-RANGE FACILITIES PLANNING COMMITTEE:**

- Centerville Library Parking Lot Replacement -  
Mr. McCurdy updated the Board on the soil remediation findings and the additional cost. He pulled up pictures of the progress of removing layers of soil from the south end of the parking lot. Outdoor Enterprises (OE) had to remove 3 feet of material at this southern end because of poor drainage. A French Drain was installed to drain the water so it will not back up. Water had been pooling between the asphalt and the soil. Starting adding layers of rock to begin to build the area back up. OE is stripping in 30 foot increments to see exactly how deep they have to dig to get the stabilization desired. This additional removal of material and replacement will cost an estimated additional amount of \$230,000 \$300,000 more than the original estimate of \$548,854. CBC Engineering and Mr. Howlett from LWC are on sight to make sure things are running smoothly.

Mrs. Denison asked if OE was using engineered fill or cement. Mr. McCurdy stated that at the south end of the parking lot they are using engineered fill since cement is not cost effective however they may use cement at the north end of the lot since CBC believes OE will not need to dig as deep. He continued that they are taking a measured approach and as they move north instead of having to dig down 3 feet they will probably need less than 12 inches.

Mr. McCurdy did state OE is keeping track of materials used and that CBC verifies the numbers. He and Mr. Howlett are in constant contact with CBC and OE.

The Board approved a motion by majority vote to increase the amount of the Centerville Library Parking Lot project by an additional \$275,000 from the accepted bid with the amount coming from transfers from Capital and Software accounts and Contingency. All in Favor, six. Opposed, none. Abstained, one.

- Executive Session. The Board retired into executive session at 7:23 p.m. to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee. The roll call vote was as follows: Mr. Bowling, Yes; Mr. Carr, Yes; Mrs. Cline, Yes; Mrs. Denison, Yes; Mr. Hanseman, Yes; Mrs. Herrick, Yes; Mr. Nunna, Yes.
- The President returned the meeting to open session at 7:56 p.m.

- Ms. Fultz stated that State Auditor Faber met virtually with libraries and told them they should plan for about a 20% reduction in the PLF and plan accordingly. Ms. Fultz went on to state that Ms. Fingers had looked back at the last recession and noted that the library's operating levy was reduced by almost 3% due to delinquencies and foreclosures so the library was planning on such for the future. Other income would also be effected by the Covid-19 crisis. All together the library is preparing for a reduction in income from approximately \$700,000-\$1,000,000. The library has instituted about \$640,000 in expense reductions.

Ms. Fultz went on to say that the Ohio Library Council issued best practices to restart and the library is following those. Ms. Fultz said a slow, measured approach to reinstating services would be the best practice. Services will begin in phases to ensure safety for both the employees and the patrons. Deep cleaning and purchasing of the needed PPE supplies have been in process.

Ms. Fingers added the library is continuing to monitor expenses as we prepare for additional funding cuts. Ms. Fultz said that with the reduced funding in mind as well as safety we have looked at staffing options

Ms. Robinson spoke of Sharedwork Ohio which is a program that allows employers to reduce staff hours but keeps the staff employed and keep their benefits. The employees would have a percentage reduction in hours, file unemployment and be able to receive the additional funding provided by the CARES Act of \$600/week. Utilizing this program would enable WCPL to bring staff back slowly. Teams are being set up to work different days to reduce cross contamination if someone would become ill. SharedWork Ohio is only available to employees who make \$269/week and work a certain amount of hours so they would qualify for unemployment with the state of Ohio. The partially benefitted employees would not qualify for the Shared Work Ohio so the recommendation to the Board would be to furlough these staff members. The furloughed employees would qualify for the \$600/week under the CARES Act. Most of the partially benefitted staff only make between \$80-\$200/week so this would be a short term increase for those members. These reduction in hours would enable WCPL to slowly re-instate services in a safe and controlled manner.

Mrs. Herrick asked for confirmation that the employees would be able to keep their benefits. Mr. Carr asked for clarification that our employees would make more money if the library participates in this plan which Ms. Robinson responded yes. He went on to ask that foremost the staff would make more money, what would the library save which Ms. Fultz responded approximately \$19,000/week.

Mr. Nunna asked when would the application be approved. Mrs. Robinson stated that if it is approved it would go into effect on Sunday the 10<sup>th</sup>.

- Resolution 20-007 Reduction in Hours  
The Board adopted Resolution 20-007 as stated:

WHEREAS, the Board of Trustees of the Washington-Centerville Public Library (WCPL), after carefully assessing the anticipated revenue and expenditures of WCPL, has determined that a temporary reduction in staff hours is fiscally prudent; and

WHEREAS, the Board of Trustees believes safety protocols under Ohio's Responsible RestartOhio plan can be met by temporarily reducing staff hours;

BE IT RESOLVED, that the Board of Trustees will furlough all partially benefitted non-bargaining unit employees effective May 10, 2020; under the SharedWork Ohio (SWO) program, reduce the hours by 40% of all bargaining unit employees and 3 fully benefitted, non-bargaining unit employees, and reduce the hours by 25% of 2 fully benefitted, non-bargaining unit essential employees to be effective May 10, 2020 or the Sunday after the SWO application is approved by the Ohio Department of Job and Family Services.

BE IT FURTHER RESOLVED, that The Board of Trustees shall authorize the Library Director, in communication with the Board President, to determine when staff shall return to full employment; and employees can be called back to work or the number of hours reduced under the SWO program can be adjusted or reinstated based on the needs of the Library and under the Director's authorization.

Mr. Carr stated that he hates that we have to deal with this and the whole Covid situation but we have great staff and they would be better off and he believes this is the right thing to do.

The roll call vote was as follows: Mr. Bowling, Yes; Mr. Carr, Yes; Mrs. Cline, Yes; Mrs. Denison, Yes; Mr. Hanseman, Yes; Mrs. Herrick, Yes; Mr. Nunna, Yes.

- FMLA Leave Expansion & Emergency Paid Sick Leave Policy

Ms. Robinson presented the following policy to comply with the Families First Coronavirus Response Act and to assist employees affected by the COVID-19 outbreak with job-protected leave and pay, where applicable. This policy will be in effect from April 1, 2020, until December 31, 2020. Our existing FMLA leave policy still applies to all other FMLA-qualifying reasons for leave outside of this policy.

The Board unanimously approved a motion to accept the FMLA Leave Expansion & Emergency Paid Sick Leave policy attached to and made a part of the minutes.

## **OTHER**

- Mr. Hanseman moved for adjournment at 8:25 P.M.

M. Fingers