

**QUINCY PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**Special Meeting**  
**March 16, 2020**

The meeting was called to order by President Lynn Niewohner at 6:03 p.m. Trustees present: Dwain Preston, Angela Ketteman, Judy Crocker, Pam Rein, and Kathy Citro via telephone. Trustees absent: Cheryl Predmore, Chris Pratt, and Tom Ernst. Also present were Kathleen Helsabeck, Bobbi Mock, Burgundy Hill, and Kim Akers. Several staff members and members of the public were also in attendance.

Lynn Niewohner stated that she called this meeting of the QPL Board to decide how to address the state COVID-19 shelter in place order as it relates to the Library. Kathy Citro stated she would like to see the Library closed completely and all staff paid their regular rate. Pam Rein stated that the Board has to be very careful and fair to all staff if anyone is asked to work even if the Library is not open to the public. Angela Ketteman asked if returned materials would be safe to handle and who would be handling those items. Bobbi Mock stated that she and Burgundy Hill created a rotating schedule of no more than 10 staff members who would come in on alternating days to check in materials and pull holds. This alternating schedule would allow for returned items to sit untouched for 48 hours before being checked in. She also stated that RSA suspended all holds so no items would be delivered to or sent from other libraries until further notice. She also noted that all of the long-term care facilities have their residents quarantined and are not allowing visitors or deliveries of any library materials. Kathleen Helsabeck stated that the Library has 60 hold lockers where items can be placed for no-contact pickup. Ms. Hill stated that she has been promoting the digital services, and Ms. Mock will be issuing temporary online cards for new patrons. It was decided that home delivery patrons would be contacted to see if they still wanted materials. If they requested materials, home delivery would continue for the foreseeable future.

Ms. Hill noted that the governor has requested eight weeks of limited contact, so the Library has canceled all programs and public meetings at the Library until May 11. Ms. Mock stated that she has asked the City to remove the limits on the public wi-fi and allow it to be accessed 24/7 from the Library's parking lot. She also noted that due dates on all materials will be extended until the quarantine is lifted so no items are overdue or fines incurred.

Ms. Niewohner stated that she is recommending that the Library be closed to the public as of 8:00 p.m. on Monday, March 16, 2020, and implement the rotating schedule for staff to work only in the mornings on alternating days starting on Wednesday, March 18, 2020, with no more than 10 people in the building at any time. This would continue until April 1, at which time the Board will re-evaluate the situation. Staff will be asked to clean materials, shelve and pull materials, check-in returned materials, notify patrons of holds, empty book drops, refill the lockers and the kiosk, and help maintenance staff deep clean the Library. All staff would be paid their regular rate of 40 hours for full-time and 20 hours for part-time per week regardless if they work or not. Staff able to work from home will be encouraged to do so. All PTO requests have been canceled during the quarantine. Staff will earn PTO only if they are working.

There being no further discussion, the meeting was adjourned at 6:58 p.m.

Respectfully submitted,  
Kimberly Akers