

**St. Joseph Township-Swearingen Memorial Library Board of Trustees  
Minutes of the Thursday, March 19th meeting:**

*Members present:* Carol Emmerling, Shirley Evans (Secretary), Rick Ingram, Kathy Munday (President), Andrew Schaefer (Treasurer)

*Others present:* Susan McKinney (Librarian)

*Absent:* Darlene Allen, William Hechler (Vice President)

**CALL TO ORDER**

Munday called the emergency meeting to order at 7:02 p.m. regarding the COVID-19 pandemic.

**INTRODUCTION OF VISITORS**

None

**NEW BUSINESS**

McKinney highlighted safety of staff and patrons within the last week with measures taken at local level. The library is closed March 16-31 to the public. The library is providing curbside pickup service and the book drop is remaining open. System delivery and system-wide holds have been suspended indefinitely so the only items that patrons can get right now is our own items or the online downloadable ebooks and audiobooks.

Ingram moved for Susan to work with Kathy during the COVID-19 pandemic to decide library closure in regard to public health recommendations and to notify board after decision is made. Evans seconded the motion. Roll Call vote: Yes: Emmerling, Evans, Ingram, Munday, Schaefer. Motion carried.

McKinney stated that her trips in April had been cancelled so she has arranged for Shelby to start April 3<sup>rd</sup> instead of March 24<sup>th</sup>. McKinney also mentioned a project that Abby plans to work on while we are closed. She will have assistance from Ravae and Shelby.

McKinney asked that the board to continue to pay staff even if library has to close completely. Emmerling moved that the library continue to pay staff through the COVID-19 pandemic. Schaefer seconded the motion. Roll Call vote: Yes: Emmerling, Evans, Ingram, Munday, Schaefer. Motion carried.

McKinney stated that she had decided to cancel the Junior Librarians program this year due to the uncertainty of when we would reopen and scheduling orientation/testing.

McKinney informed the board that the Governor as part of the COVID-19 Executive Order waived the physically present part of making quorum so the board could meet electronically. However, we must make the meeting available to the public no matter how we meet.

**ADJOURNMENT**

Ingram moved to adjourn the meeting. Emmerling seconded it. Roll Call vote: Yes: Emmerling, Evans, Ingram, Munday, Schaefer. Motion carried. The meeting adjourned at 7:23 p.m. The next meeting is scheduled for Thursday, April 9, 2020 at 7 p.m.

Respectfully submitted,  
Shirley Evans, Secretary