

A special Electronic-Meeting (e-meeting) of the Angelica Free Library board was held Tuesday, March 31, 2020. Included in the meeting were: Dave Haggstrom, Richard Haywood, Beth Schlau, Marilyn Warner, Mary Scholla and Christina Gallmann.

David Haggstrom provided the board (by email) a document provided by STLS relating to quarantine leave and the COVID 19 situation, with regards to the library. Also included was a draft Resolution and a Personnel Policy regarding quarantine leave/emergency closure statement for the board's consideration. See items attached below.

Board members had a chance to review the information, the draft Resolution and the Personnel Policy. **Motion:** Mary Scholla made a motion to approve the Resolution and the Personnel Policy as written. David Haggstrom seconded the motion. All board members voted in favor; motion passed unanimously.

Respectfully submitted

Mary Scholla
Secretary

Quarantine Leave

“Quarantine leave,” is paid time off during a time of quarantine (which can be imposed, or self-imposed), as a specific policy allows.

Concern #2: Allegation of improper use of public funds

Article 8, §1 of the New York State Constitution states: “no county, city, town, village or school district shall give or loan any money or property to or in aid of any individual.” The reach of this clause includes public libraries.

Concern about this clause can be seen in the member's question; from a certain point of view, paying staff (full or part-time) when they aren't at the library doing their routine tasks could seem like a “gift.” After all, the employee is not at work, and they are getting money. Sounds like they are getting something for nothing, right?

Wrong. When implemented with careful attention to detail, such emergency response policies are part of a legal and sensible compensation structure that enables something for *something*. What is that “something?” A stable, reliable work force anchored by a stable, reliable income, ready, willing and able to work during a time of emergency (just when people need libraries most).

But such policies cannot be improvised, half-baked, or under-documented.

Armed with the information that **properly effected and documented** compensation during emergency closure or quarantine is not a violation of state law, if a public library doesn't have an emergency closure policy or quarantine policy, and they want implement them now, a good approach is to gather the resources listed at the top of this answer, assess any pre-standing obligations your library has, and then adopt or refine some policies.

Here is a sample board resolution for a library **that confirms it has no agreements or policies to the contrary** and desires to set up **maximum flexibility** during this state of emergency:

Angelica Free Library - Angelica, New York

WHEREAS on March 7, 2020, the Governor of the State of New York issues Executive Order 202 declaring a state disaster emergency; and

WHEREAS, as a result of the world-wide pandemic underlying the state disaster emergency, the library may need to close, reduce hours, or reduce staff reporting for duty; and

WHEREAS, the board has duly reviewed the public safety and budget considerations of reducing operations and continuing regular pay during the state of emergency; and

WHEREAS, the board recognizes that to best serve its area of service and protect the health of the community and its employees, employees may need to be directed to report to work at the library, to work remotely, or to be on-call but not report to work during routine hours; and

WHEREAS, the library is a community resource for critical information at this time, and must remain ready to respond to community needs as is within its capacity and budget;

BE IT RESOLVED that the board adopts the attached policies on "Quarantine Leave" and "Paid Leave During Emergency Closure;" and

BE IT FURTHER RESOLVED that the board shall continue to compensate full and part-time staff as allowed by law and provided by the policy for Quarantine Leave and Paid Leave During Emergency Closure between March 16, 2020 and the end date of the disaster emergency as determined by the State of New York; and

BE IT FURTHER RESOLVED that the library director and the president of the board shall maintain ongoing communication and monitor the best approach to address safety and operational concerns, and shall inform the full board of same; and

BE IT FURTHER RESOLVED that the board shall reconvene on (date to be determined) to reconsider the continuation of compensation in light of what may be needed for the community and the library to recover from the state of emergency and return to normal operations.

Personnel Policy - Quarantine Leave / Emergency Closure

If the Library closes because of extreme weather conditions or emergency conditions, including quarantine, employees scheduled to work will be credited with time as if worked. Previous time off requests supersede any credited time.