

**Boulder Junction Public Library Board of Trustees**  
**Minutes of the Special Board Meeting**  
**Wednesday, March 18, 2020 – 11 am**

**Call to Order:** President Murphy Blank called the meeting to order at 11 am.

**Roll Call of Members:** Members present were President Ellen Murphy Blank, Vice-President Mary Van Grinsven, Treasurer Susan Fehlandt, Secretary Sara Fieweger, and Member-at-Large Maggie Wolf. Library Director Cherie Sanderson was present via phone.

**Recognition of Visitors/Comments:** None

**Agenda Approval:** Motion by Van Grinsven to approve the agenda as presented with the President's discretion to move the order of items on the agenda. Motion seconded by Fehlandt. Motion carried.

**Discussion and Possible Action on Library Hours During COVID-19 Emergency:** Motion by Murphy Blank to close the library starting Thursday March 19, 2020 at 1pm, through April 5th or until further notice. Second by Fehlandt. Motion carried.

**Discussion and Possible Action on Library Staffing in the event of closing due to COVID-19:**

1. Jessica Fritz is guaranteed 8 hours of pay each week as the Children's Services Assistant for the Children's Program planning and up to 12 hours of training for Library Assistant for a maximum total of 20 hours. Motion by Murphy Blank. Motion seconded by Wolf. Motion carried.
2. Frauna Schroeder will receive normal pay through retirement on March 28, 2020. Motion by Van Grinsven. Motion seconded by Wolf. Motion carried.
3. Cherie Sanderson paid normal salary during closure with the expectation of working regular hours as much as possible. Motion by Fieweger. Motion seconded by Fehlandt. Motion carried.

**Discussion and possible action on other limiting/mitigating procedures due to COVID-19:**

1. Sanderson will self-quarantine for 14 days once returning home but will be allowed to work alone in the library. Motion by Murphy Blank. Motion seconded by Fehlandt. Motion carried.
2. During Library closure, paid staff and Library Board of Trustees are the only people allowed in Library except cleaning staff. Motion by Van Grinsven. Motion seconded by Fehlandt. Motion carried.
3. Book Drop will be left open and procedures will be put into place to ensure the books are being safely handled. Motion by Fehlandt. Motion seconded by Wolf. Motion carried.

**Adjourn:** Murphy Blank adjourned the meeting at 11:59 am.

***Respectfully Submitted by Sara Fieweger on March 21, 2020***