

Governance Committee
of the Russell Library Board of Trustees
Special Meeting, June 22, 2020, 5:30 PM
(Online meeting via Webex)
Minutes

Present: Brandie Doyle (Assistant Director for Administrative Services), Shanay Fulton, Jennifer Hadley (recorder), Bryan Skowera (chair)

Absent: Thomas Russell IV

1. Call to Order: Chair Bryan Skowera called the meeting to order at 5:35 pm.

2. New Business

a. Policy regarding Library Services during Emergencies: Jennifer moved and Shanay seconded to approve the policy as follows:

“In anticipation of public health emergencies, natural disasters, declared states of emergencies, and other threats to the safety of Russell Library patrons and employees the Director of Russell Library will maintain procedures incorporating guidance from local, state, and federal agencies and best practices from peers. These procedures should set forth various stages of operations for the Russell Library to address:

- Status of onsite staffing levels
- Status of public-facing services
- Full or partial closure of physical facilities
- Precautionary measures and other steps to minimize danger to patrons and employees

The procedures should also outline conditions which merit changes to the above.

These procedures should be updated as new information is made available. The Director is empowered to implement the procedure and subsequent changes to preserve the health and well-being of Library patrons and employees. Any substantive changes to the procedures should be presented to the Board of Trustees at its regular meetings.”

The policy was approved unanimously. It will be presented to the full Board.

3. Meeting Adjournment: Bryan moved and Shanay seconded the motion to adjourn the meeting at 5:41.

Respectfully submitted,



Jennifer Hadley, Secretary