

**BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES**  
Emergency Meeting March 11, 2020

**PRESENT:** Elizabeth Adams, Myra Aronow, Carl Conrad, Marijean Conrad, Lynne Cooper, Cheryl Czuba, Kent Jarrell, Lorraine Riess, Donna Brinkerhoff, Alma Zyko.

**ABSENT:** Elizabeth Anderson, Henry Holtzman, Pam Crum, Tom Piezzo.

Emergency Meeting called to order at 5P.M. by President Marijean Conrad.

**Agenda**

Closures and cancellations

If the schools close, should the library close?

If the town hall/ municipal buildings close, should the library close?

Should the library continue to offer public programs (children & adults) during this immediate time period (currently until April 30 according to Gov. Lamont)

Compensation and staff expectations

Will staff be paid their scheduled time if the library closes?

Will staff be paid if they are quarantined?

Can staff be expected to work from home if appropriate?

Other Concerns

Does insurance cover any potential claims against the library due to COVID-19?

How should the public be made aware of our decisions regarding these issues?

Thoughts not covered in the above.

After much discussion, a motion was made and passed that BML will suspend all group activities at the library effective March 11 through April 30 and BML will remain open to regular patrons but if local schools or town offices close BML will follow suit and implement local, state and national guidelines as they evolve. Also, if the library is closed due to safety recommendations, staff is to be paid with work completed either at home or at the library and if someone is ill while the library remains open, they should stay home and receive pay. The time will not be deducted from annual paid days due to illness. Lynne/Kent

A concern was expressed for the health and safety of staff. Do we have enough materials to meet current standards of sanitation? Perhaps the regional health director in Old Saybrook could provide some instruction to staff on sanitation procedures.

Kent will create an announcement concerning safety and cancellations which Robbie will post on our website and also on the entrances to the library:

Meeting adjourned at 6:19 P.M. Another meeting is tentatively scheduled for Friday at 5 p.m.

Respectfully submitted:

Alma Zyko, secretary (approved)