

**James L. Hamner Public Library  
Executive Committee Meeting  
August 11, 2020**

The meeting began at 5:00 p.m. with the following members present: Jil Hames, Carol Hix, Karen Freas, Jennifer Jones, and Gail Geraghty.

Jill reported that the new library employee, Yvonne Gianinny, has been doing very well and was well-received by patrons.

Jill said that she will take her vacation during the last week of August and the first week of September.

Jill has been working on the library's leave plan and is considering the following:  
The library will give the employee 10 days of special leave for COVID quarantine and testing.

Should the employee test positive, after the 10 working days of special COVID leave are used, if more leave is needed, the employee will use their sick leave, unless they qualify for leave through the Families First Coronavirus Response Act (FFCRA) or other government-supported leave. If an employee has no sick leave available, the next paragraph applies.

If an employee uses up the initial 10 days of special leave, plus all of their sick leave, and are still not cleared to return to work by a medical professional due to COVID symptoms or positive nasopharyngeal test results, they may use another 10 days of special leave, unless they qualify for FFCRA or another government program.

The library will provide each employee with no more than 20 days of special leave for COVID illness or quarantine, except as required by government mandate.

If an employee uses all of the above leave and still is not cleared to return to work due to COVID symptoms or positive tests and does not qualify for FFCRA, they must use their vacation leave.

If they still are unable to return to work, they must take leave without pay, unless they are able to work from home.

Should the employee use all 20 days of special leave, return to work, and again become exposed or show symptoms of COVID, they must use their sick or vacation leave, or take leave without pay, unless they are able to work from home or qualify for a government program that will pay for their leave.

Jill said the leave plan must be in place by the end of August. The executive committee agreed to enact the plan without full board approval as it will be temporary.

Karen brought up the fact that our local Wells Fargo branch is closing, and we will need to look into moving our account to another local bank. This issue will be discussed at the next meeting.

Future executive committee meetings will be held at 4:00 p.m. on the second Tuesday of each month. However, it was agreed to cancel the September meeting due to scheduling conflicts.

Our next full board meeting will be held on Tuesday, September 15 at 7:00 p.m.

The meeting was adjourned at 5:32 p.m.