

# BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

## Virtual Special Board Meeting Minutes Tuesday, November 24, 2020

**Purpose:** To discuss Resolution 74-2020: Coronavirus Relief Fund expenditure and Resolution 71-2020: 2021 Temporary Appropriations

Microsoft Teams Meeting access provided to the public via the following link:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MTFIOGY3MTgtZDJhZS00ZmQyLWlzM2EtODM1MGM0YjhlYzk1%40thread.v2/0?context=%7b%22Tid%22%3a%22892462e0-6630-4d5b-a311-b900ff1e4337%22%2c%22Oid%22%3a%226de162bb-23d2-40e4-b67f-5d00dd861686%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTFIOGY3MTgtZDJhZS00ZmQyLWlzM2EtODM1MGM0YjhlYzk1%40thread.v2/0?context=%7b%22Tid%22%3a%22892462e0-6630-4d5b-a311-b900ff1e4337%22%2c%22Oid%22%3a%226de162bb-23d2-40e4-b67f-5d00dd861686%22%7d)

**Present:** Board members: Matt Connors, Kristine Thompson via phone, Forrest Burt, Dawn Tolchinsky, Kathy Beten, Sue Miller and Judy Starr; Director Katie Ringenbach, and Fiscal Officer Rebecca Herrick.  
Public present: None

The Meeting was called to order at 3:00 PM by Board President Matt Connors.

Matt turned the meeting over to the Fiscal Officer.

The Friday after the Board meeting, the Fiscal Officer conducted research regarding the appropriateness of paying staff Hazard Recognition Pay from the Coronavirus Relief Fund (CRF).

- In the Guidance document for the CRF, it states under "Prohibited Use of Funds" "*Workforce bonuses, this prohibition does not include hazard pay or overtime*"
- But in the Frequently Asked Questions: Question #29, "The Guidance includes workforce bonuses as an example of ineligible expenses but provides that hazard pay would be eligible if otherwise determined to be a necessary expense. Is there a specific definition of "hazard pay"? Answer: *Hazard pay means additional pay for performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19.*"
- Question #38 of the same document asks, "May payments from the Fund be used to cover across-the-board hazard pay for employees working during the state of emergency? Answer: "*No. Hazard pay means additional pay for performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19. Payments from the fund may only be used to cover such hazard pay.*"

The Fiscal Officer indicated she does not feel that a one-time across-the-board payment to staff, by any name, is an appropriate expenditure from the CRF Fund. Resolution 74-2020 needs to be either amended to make the recognition payment through the General Fund or rescinded the resolution to delay recognition of staff.

Discussions resulted in the following resolutions:

### **78-2020**

Dawn Tolchinsky moved to rescind Resolution 74-2020. The motion was seconded by Forrest Burt and the resolution was passed by the following voice vote:

Dawn Tolchinsky – Yes	Forrest Burt – Yes	Matt Connors – Yes
Kristine Thompson – Yes	Kathy Beten – Yes	Sue Miller – Yes
Judy Starr – Abstained		

Further discussion resulted in:

**79-2020** Sue Miller moved to provide one-time Hazard Recognition Pay in the amount of \$200 from the General Fund for each staff member employed as of November 24, 2020. The motion was seconded by Dawn Tolchinsky and the resolution was passed by the following voice vote:

Sue Miller – Yes	Dawn Tolchinsky – Yes	Matt Connors – Yes
Kristine Thompson – Yes	Forrest Burt – Yes	Kathy Beten – Yes
Judy Starr – Abstained		

An error in Resolution 71-2020 regarding the temporary appropriations for the Capital Improvements Fund needed addressed. Temporary Appropriations for the Capital Improvements fund was voted at \$150,000. This amount should not have been used as the County Auditor can only recognize the amount that would be carried over at the end of 2020, this is based on the permanent appropriations submitted in January of 2020. Therefore, an amendment to Resolution 71-2020 to exclude the Capital Improvements Fund from 2021 Temporary Appropriations to more properly reflect the current funds available.

**80-2020** Kristine Thompson moved to amend Resolution 71 with the removal of Temporary Appropriations for the Capital Improvements Fund. The motion was seconded by Dawn Tolchinsky and the resolution was passed by the following voice vote:

Kristine Thompson – Yes	Dawn Tolchinsky – Yes	Matt Connors – Yes
Forrest Burt – Yes	Kathy Beten – Yes	Sue Miller – Yes
Judy Starr – Yes		

**Public Comments:** none

**81-2020** Kathy Beten moved to adjourn the meeting. The motion was seconded by Sue Miller and the resolution was passed unanimously by the Board.

The meeting adjourned at 3:15 PM.

Respectfully submitted,

Rebecca S. Herrick  
Library Fiscal Officer