

AGENDA AND NOTICE OF REGULAR MEETING
FOREST HILL LIBRARY DISTRICT BOARD OF TRUSTEES

March 23, 2020

6:00 P.M.

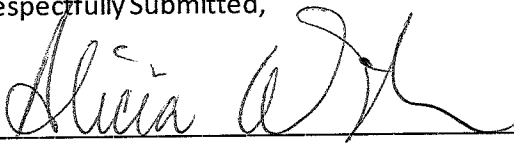
Notice is hereby given that the Regular Meeting of the Forest Hill Library Board of Trustees will be held on **Monday, March 23, 2020 at 6p.m.** in the Community Room of the Forest Hill Public Library at **6962 Forest Hill Drive, Forest Hill, Texas**. The subjects to be discussed or considered or upon any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this notice. Unless removed from the consent agenda, items will be acted upon one at a time.

Regular Meeting

- 1. Call to Order**
- 2. Invocation**
- 3. Roll Call**
- 4. Public Comment**
- 5. Discuss and Consider Minutes of Regular Meeting on February 24, 2020**
- 6. Discuss and Consider Treasurer Report for February 2020**
- 7. Friends of the Library Report**
- 8. Library Director Report**
- 9. Discuss and Consider the postponement of May 2, 2020 election until November 3, 2020**
- 10. Discuss and Consider Documentary**
- 11. Discuss and Consider sending Library Director and one Clerk to Open Records Training in August**
- 12. Discuss and Consider FHL pandemic plan, including pay, scheduling, and sick leave during the pandemic**
- 13. Discuss and Consider ways for board members to attend and vote, and the public to attend w/public comments open meetings using technology**
- 14. Announcements**
- 15. Adjournment**

I, Alicia Wilson, Forest Hill Library District, do hereby certify that a notice of the above meeting was posted on the front door of the Forest Hill Public Library a place readily accessible to the public at all times, on the **19th day of March, 2020 at or before 6:00 P.M.** and remained continuously posted for at least 72 hours immediately preceding said meeting and that said notice was posted in accordance with Texas Open Meeting Act, Government Code 551 subchapter D and E or Government Code Section 418.183. Before any closed meeting convenes the presiding officer will publicly identify the section or sections of Act authorizing the closed meeting.

Respectfully Submitted,



Alicia Wilson, Secretary, Board of Trustees

**MINUTES OF REGULAR MEETING
FOREST HILL DISTRICT BOARD OF TRUSTEES
February 24, 2020**

1. Call to Order

President Masimini called the meeting to order at 6:02.

2. Invocation

Invocation was given by Michael Hardrick

3. Roll Call

Trustee Peevy, Trustee Wilson, Trustee Hogan-Price, Trustee Masimini and Library Director Hardrick were all present. Trustee Johnson had an excused absence but was present by phone to hear the meeting. Ada Sami of the Friends were also present.

4. Public Comment

Janice Hagar, Leslie Jaspersen, Stephanie Boardingham

5. Discuss and Consider Minutes of Workshop on Jan. 27, 2020.

It was Motioned by Trustee Hogan-Price and seconded by Trustee Wilson to approve the Minutes of Workshop held on Jan. 27, 2020. Motion passed unanimously for approval.

6. Discuss and Consider Minutes of Regular Meeting on Feb. 1, 2020

It was Motioned by Trustee Wilson and seconded by Trustee Peevy to accept the Minutes of Regular Meeting held on Feb. 1, 2020. Motion passed unanimously for approval.

7. Discuss and Consider Treasurer Report and Financials for Dec. 2019 and Jan. 2020

It was Motioned by Trustee Peevy and seconded by Trustee Wilson to approve the Treasurer Report and Financials as given by the Treasurer. Motion passed unanimously for approval.

8. Friends of the Library Report

Ada Sami reported on recent and upcoming activities.

9. Discuss and Consider Construction Loan

Treasurer presented the payoff for the loan as per the Frost Payoff Statement Form dated 2/11/20 in the amount of \$141,823.10 with funds received after 2/11/2020 will be subject to an additional \$26.85 of interest per day. One of the Treasurers goals was to pay off the loan within 20 years. It was Motioned by Trustee Wilson and seconded by Trustee Peevy to pay off the note. Motion passed unanimously for approval.

10. Discuss and Consider Library sign

The Treasurer presented 5 proposals to replace the present sign with a digital sign. This is another goal of the Treasurer because the present sign is worn and tattered and more advertising can be done with a digital sign higher up to avoid vandalism. After reviewing the proposals it was Motioned by Trustee Wilson and seconded by Trustee Peevy to accept the proposal from Signs Manufacturing at a cost not to exceed \$50,000.00. Motion passed unanimously for approval.

11. Discuss and Consider Donations of the Forest Hill Newspaper

The newspapers were donated to the library by the late Shirley Fowkes, a pioneer of Forest Hill. It was discussed the Forest Hill Historical Society would like to digitize the papers and they have a place to keep them. It was Motioned by Trustee Peevy and seconded by Trustee Wilson to donate the papers to the Forest Hill Historical Society. Motion passed unanimously for approval.

12. Library Director Report

The Director reported his outing at Harlean Beal Elementary and the upcoming Black History Program at the Civic Center on February 27. He will be attending a Library Conference in Nashville, Tennessee on Feb. 25-29, 2020.

13. Announcements

None

14. Adjournment

The President adjourned the meeting at 6:30 p.m.

Respectfully Submitted,



Alicia Wilson, Board Secretary

**Resolution of the Board of Trustees of Forest Hill Public Library District
Regarding Wage Payments During Emergency Library Closings**

WHEREAS, the Board acknowledges that during an emergency closing, limited work may be available for District employees;

WHEREAS, the Board finds that a need exists to address wage payments for employees that are idled;

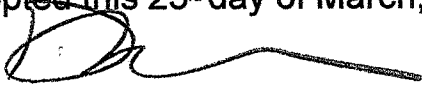
WHEREAS, the Board determines that employees with limited work available for them to do may suffer a loss of pay during a library closure;

WHEREAS, the Board concluded that continuing wage payments to all regular employees who suffer a loss in pay due to an emergency closing serves the public purposes of maintaining morale, reducing turnover, and ensuring continuity of District staffing when the library reopens;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Forest Hill Public Library District authorizes continued wage payments to all regular employees who are idled in whole or part from work at the library during an emergency closing.

The authority granted by this resolution to continue wage payments to idled employees is effective for a closure with a maximum duration of 6 months unless the Board takes action to authorize payment for a longer duration.

Adopted this 23rd day of March, 2020, by the Board of Trustees.



President



Secretary

**Resolution of the Board of Trustees of Forest Hill Public Library District
Regarding Board Meetings Via Teleconference or Videoconference During the Pandemic**

WHEREAS, on March 11, 2020, the World Health Organization characterized COVID-19 as a pandemic;

WHEREAS, on March 13, 2020, the Governor of the State of Texas certified that COVID-19 posed an imminent threat of disaster and declared a state of disaster for all counties in Texas;

WHEREAS, on March 16, 2020, the Governor of Texas granted a temporary suspension of a limited number of open meeting laws to allow Boards to meet via teleconference or videoconference, which changes will remain in effect until terminated by the Governor or the disaster declaration is lifted or expires;

WHEREAS, on March 17, the Forest Hill Public Library District closed to the public in response to an increased threat level posted by Tarrant County Public Health and a request by the City of Forest Hill Manager;

WHEREAS, on March 19, 2020, the Governor of Texas issued an Executive Order banning gathering of 10 people or more during the COVID-19 pandemic;

WHEREAS, the statutory requirement to permit the public to attend and offer public testimony from a physical location, even during remote meetings, has been suspended, if the Board offers alternative;

WHEREAS, the need to post notice of board meetings 72 hours in advance on a place convenient to the public has been suspended so long as the meeting is posted on the District website with free-of-charge access (link or phone number) and an electronic copy of the agenda packet;

WHEREAS, the provision to allow each member of the public to address the Board is suspended and the provision allowing the District to set reasonable rules for public comment remains in place;

WHEREAS, several laws requiring the physical presence of a quorum have also been suspended;

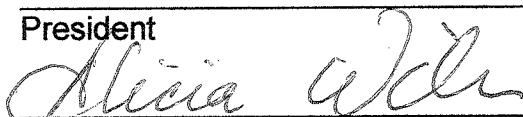
WHEREAS, a quorum is still required to conduct a meeting, and a meeting by teleconference or video conference must be audio recorded, and the recording made available to the public;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Forest Hill Public Library may elect to hold Board meeting via teleconference or videoconference if a quorum is unlikely to be able to meet in one place during the COVID-19 pandemic.

Adopted this 23rd day of March, 2020, by the Board of Trustees.



President



Secretary

Resolution of the Board of Trustees of Forest Hill Public Library District Regarding Pandemic Response and Emergency Suspension of Policy

WHEREAS, on March 11, 2020, the World Health Organization characterized COVID-19 as a pandemic;

WHEREAS, on March 13, 2020, the Governor of the State of Texas certified that COVID-19 posed an imminent threat of disaster and declared a state of disaster for all counties in Texas;

WHEREAS, on March 17, the Forest Hill Public Library District closed to the public in response to an increased threat level posted by Tarrant County Public Health and a request by the City of Forest Hill Manager;

WHEREAS, the Board acknowledges that during the pandemic, the Library Director needs to make frequent decisions for the benefit of the District, staff, and District residents and to place the District in the best position to resume normal operation as soon as it is safe to do so;

WHEREAS, the Board may by formal action suspend or rescind any board policy as deemed necessary, appropriate, or in the best interests of the District;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Forest Hill Public Library District delegates to the Library Director any and all authority to modify the District's Board policies at his sole discretion that he deems to be in the best interest of the District to react to situations that may be present in the District during the state-declared disaster period in order to mitigate the public health risks of COVID-19;

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Library Director shall report modifications to policies to the Board at the time such modifications are made and at the first Board meeting following the exercise of the delegated authority herein.

The delegation of authority set forth in the resolution is effective from and after its passage until the library reopens to the public, for a closure with a maximum duration of 6 months unless the Board takes action to authorize leave for longer duration.

Adopted this 23rd day of March, 2020, by the Board of Trustees.

President

Alivia Wilder

Secretary

**Resolution of the Board of Trustees of Forest Hill Public Library District
Regarding Sick Leave (PTO) During an Epidemic**

WHEREAS, the Board acknowledges that during an epidemic, District employees may exhaust available leave days;

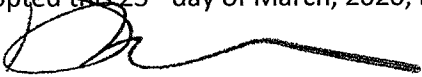
WHEREAS, the Board finds that a need exists to address additional leave in the circumstances of an epidemic;

WHEREAS, the Board concluded that providing additional paid leave to all regular employees who are sick or tending to a sick household or family member during an epidemic serves the purposes of protecting staff and maintaining morale;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Forest Hill Public Library District authorizes providing additional paid leave for all regular employees who are sick or tending to a sick household or family member during an epidemic;

The authority granted by this resolution to provide additional paid leave is effective for a closure with a maximum duration of 6 months unless the Board takes action to authorize leave for longer duration.

Adopted this 23rd day of March, 2020, by the Board of Trustees.



President



Secretary