

Jean Waterloo Public Library Board Minutes  
March 14, 2020

**AMENDED**

1. **Call to Order:** The emergency meeting of the Board of Trustees of the Jean Waterloo Public Library was called to order at 2:40 PM by DeLeon.  
**Present:** Phino DeLeon, Adrienne Hilmon, Virginia Hofman Present via phone: Kathleen Andrews, Gretchen Sterling  
**Staff:** Beth Bogaert  
**Absent:** Sylvia Steward
2. **Action Items:** Library closure due to COVID-19 Pandemic (Coronavirus)
  - a. A motion was made by Sterling to close the library March 16, to April 5, 2020. Motion amended. A motion was made by Sterling to close the library March 16, to March 20, 2020 due to COVID-19. Andrews seconded. Motion carried.
  - b. A motion was made by Andrews to pay staff according to payroll records for March 16, 2020 through March 20, 2020. Hilmon seconded. Motion carried.
3. **General Discussion:**
  - a. Karen White-Owens Resignation: DeLeon briefly discussed the resignation letter of White-Owens effective March 13, 2020 with the board.
  - b. Locksmith: Due to White-Owens resignation, a locksmith will be called to rekey the locks for the library.
4. **Next Meeting:** The next meeting is March 20, 2020.
5. **Adjournment:** On a motion by Sterling, seconded by Hofman, the meeting adjourned at 3:00 PM.

Submitted by:  
Adrienne D. Hilmon, Secretary