

**CLEVELAND PUBLIC LIBRARY**

**Board Meeting**

November 19, 2020

**RESOLUTION TO MODIFY DAYS AND HOURS THE  
CLEVELAND PUBLIC LIBRARY IS OPEN TO THE PUBLIC**

- WHEREAS,** In an effort to protect staff and patrons and to reduce the spread of COVID-19, the Library administration recommends that the hours that the Library is open to the public be modified temporarily; and
- WHEREAS,** The Main Library and all branches are currently open to the public from 10:00 AM until 6:00 PM Monday through Saturday. The Cuyahoga County Board of Health Issued a stay-at-home advisory on November 18, 2020, and all Library locations are currently experiencing fewer visits from patrons as a result of the COVID-19 pandemic; and
- WHEREAS,** Beginning on Saturday, November 21, 2020, the Library will be open for curbside and walk-up services only; and
- WHEREAS,** The Executive Director, CEO further recommends that the days and hours that the Library is open to the public be modified so that the Library will serve patrons from 10:00 AM until 6:00 PM Monday through Friday and suspend services to the public on Saturdays beginning on Saturday, November 28, 2020, and continuing until March 31, 2021; and
- WHEREAS,** The Executive Director, CEO, requests authority to extend the modified hours on a temporary basis beyond March 31, 2021 or to return to normal operating hours sooner if the Executive Director, CEO, determines that doing so is in the best interests of the Library, its patrons, and employees; and
- WHEREAS,** The Library administration's proposed temporary modification of services and hours that the Library is open to serve the public would not affect the working hours or schedules of Library staff. The Library would also maintain virtual services via the "Ask CPL" feature on [www.cpl.org](http://www.cpl.org) from 10:00 AM to 6:00 PM Monday through Saturday, and service at the Louis Stokes Wing drive-up window would continue at the current operating hours of 7:00 AM to 7:00 PM Monday through Friday and 10:00 AM to 6:00 PM on Saturdays; and
- WHEREAS,** Due to the rapidly changing nature of the COVID-19 pandemic, the Executive Director, CEO, further requests authority to proclaim an Administrative Close pursuant to Section 392 of the Human Resources Manual as approved by this Board on April 16, 2020 for a duration of time to be determined by the Executive Director, CEO, if he determines that doing so is in the best interests of the Library, its patrons, and employees; now therefore be it
- RESOLVED,** That the Board of Library Trustees hereby approves temporarily modifying the hours that the Library is open to the public to 10:00 AM until 6:00 PM Monday through Friday effective beginning on November 28, 2020 and continuing until March 31, 2021 unless the Executive Director, CEO, determines that it is in the best interest of the Library, its patrons, and employees to temporarily continue the

modified hours beyond March 31, 2021 or to return to normal operating hours sooner; be it further

**RESOLVED,** That the Board of Library Trustees hereby authorizes the Executive Director, CEO, to proclaim an Administrative Close pursuant to Section 392 of the Human Resources Manual for a duration of time to be determined by the Executive Director, CEO, if he determines that doing so is in the best interests of the Library, its patrons, and employees.