

**BARTLETT PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING MINUTES
Location: On-Line Zoom Meeting
Monday, April 20, 2020**

The regular meeting was called to order at 7:24 p.m. by President Barry

ROLL CALL: Present were Deyne, DeSmidt, Sias, Hopkins, Bucaro, and Barry

Trustee Olsen arrived at 7:24 due to technical issues.

Staff Members Present: Library Director Karolyn Nance, Human Resources Generalist Dina Castelvechi, IT Manager Bridgett DeJohn, Adult and Technical Services Manager Mary Jane O'Brien, IT Assistant Tyler Kock, and Youth & Teen Services Manager Ruth Anne Mielke

Guest Present: Roger Ritzman, Library Attorney

Patrons Present: Unknown due to configuring new method for Zoom virtual meetings

Recording Secretary: Jodi Baxter

TOWN HALL: None

APPROVAL OF ITEMS ON CONSENT AGENDA

Trustee Olsen made a motion to remove two items from the Consent Agenda:

Item b) Minutes of Special Meeting, April 6, 2020; and

Item c) Approval of Bill List

Trustee DeSmidt seconded the motion. All ayes. The motion was approved.

Trustee Sias made a motion to approve the Consent Agenda as amended. Second by Trustee DeSmidt. The motion was approved by roll call vote. All ayes.

Item b) Minutes of Special Board Meeting, April 6, 2020

Trustee Olsen made a motion to amend the minutes to reflect that Trustee Bucaro was not present at the start of the meeting, and arrived at approximately 7:20 p.m. Second by Trustee DeSmidt. All ayes. The motion was approved.

Item c) Approval of Bill List

Trustee Olsen noted that the Library did not receive an invoice from the Peregrine law office in April, and questioned whether the office was aware of the Library's request for monthly billing. Attorney Ritzman stated that his office was aware of the request, and future invoices will be generated on a monthly basis. Director Nance confirmed that the last quarterly invoice has been received, but not processed.

Trustee Olsen made a motion to approve the bill list. Second by Trustee DeSmidt. The motion was approved by roll call vote. All ayes.

ACTION ITEMS

Compensation of Employees after April 30, 2020

Director Nance and Human Resources Generalist Dina Castelvechi shared an in-depth report with the board regarding compensation of library employees after April 30, 2020. As an alternative to furloughs, Ms. Castelvechi shared that each position has been evaluated as to how much work can be done remotely. Director Nance stated that there is a careful balance in considering both employees' needs and

needs of the taxpayers. Four positions will remain full-time. Librarians and managers shall have their hours reduced to three days per week. Other positions shall have further hourly reductions. Staff will use paid time off (including sick time) to cover the balance of hours.

Trustee Bucaro made a motion for staff to temporarily use sick time for the pandemic closure. Second by Trustee Olsen. The motion was approved by roll call vote. All ayes.

Trustee Deyne made a motion to implement the recommended schedule of hours, whether employees are working remotely or at the Library, and to require employees to use paid time off (vacation or sick leave) to make up the difference in hours. Second by Trustee Hopkins.

Trustee Olsen stated that he has no concerns regarding the staff, but voiced concern over accountability with tracking hours.

After prolonged discussion, Trustee Deyne called a vote on the standing motion. Second by Trustee Hopkins. The motion was approved by roll call vote. Trustee Olsen voted nay. All other ayes.

Lay-off of all Library employees effective at the close of business on June 30, 2020

Trustee Olsen made a motion to lay-off all Library employees effective at the close of business on June 30, 2020. Second by Trustee DeSmidt.

Trustee Olsen stated that there is no way to know the impact of the pandemic on collection of future tax payments, and the board owes it to employees to let them know that there are uncertainties in this environment that may lead to drastic measures. Trustee Barry stated that decisions have to be based on facts, and it is irresponsible to lay off every employee.

After discussion, roll call vote was taken on the motion. Trustee Olsen voted aye. All other nays. The motion failed.

Policy for Workforce Reduction

Trustee Olsen made a motion for the Bartlett Public Library to adopt a Workforce Reduction Policy that would enumerate how a work force reduction would be implemented. For lack of a second, the motion failed.

DISCUSSION ITEMS

Budget

Director Nance reported that staff is actively engaged in developing the budget draft, which should be ready by the May meeting. They are waiting for final extension numbers, as well as gathering health and liability insurance quotes.

Trustee DeSmidt also asked whether there will be options available for healthcare insurance. Human Resources Generalist Dina Castelvechi stated that the library will receive a quote from the current carrier, along with several other options.

Long Term Plan

Director Nance reported that the safety and well-being of public and staff are of primary consideration. When a directive is received from Governor Pritzker, the opening of the library will occur in stages. Staff has installed sneeze guards, and is planning sanitation procedures, quarantine of returned materials, and curbside pick-up. It is estimated it will take about two weeks to get the library ready for the first phase.

Trustee DeSmidt suggested using a storage unit as part of the drop-off procedure, rather than bringing potentially contaminated material in the library. Director Nance stated that the meeting room will be used for quarantined materials.

Instant Messaging

Adult and Technical Services Manager Mary Jane O'Brien discussed Instant Messaging (Chat feature) as a way to connect with patrons. Currently, most patrons contact the Library through social media through Facebook or Twitter. The Library has used instant messaging in the past, but it was discontinued due to the need for constant monitoring and the majority of questions related to PIN numbers.

Ms. O'Brien stated that the Library has the statement "Have a Question – Email Us Here" in bold letters on the library's home page. Trustees reviewed the web page and its format.

IEMA Grant Director Nance shared that the library has applied for an Illinois Emergency Management Agency (IEMA) public assistance grant, for maintenance supplies related to Covid-19 deep cleaning requirements.

Dine to Donate The Foundation is hosting a Dine-To-Donate Event at Pasta Mia on April 23, 2020.

Joint Taxation Meeting This meeting was originally scheduled May 8, 2020, but has been postponed.

NEW BUSINESS

ILA Online Forum Trustee DeSmidt shared that the ILA Online Forum will be held April 30, 2020. Registration is available for up to 100 people.

Facebook Ads Trustees DeSmidt and Hopkins enquired about the cost to the Library for Facebook ads. Director Nance shared that the Library pays \$50 per event. Events promoted include Story-Time, Trivia, and Chess.

Appreciation Trustee DeSmidt complimented the Library employees and their work as a team during this unprecedented time. Trustee Deyne thanked the staff for their tireless efforts and for thinking "outside the box." Trustee Sias stated that in this unique and unprecedented time, new ideas are needed and the board needs to work together to build trust. He appreciates the good work of the board in getting the Library through this time.

TOWN HALL: None

ADJOURNMENT

There being no further business, Trustee DeSmidt made a motion to adjourn. Second by Trustee Hopkins. The meeting adjourned at 8:41 p.m.