

APPROVED W/ CORRECTIONS 4/13/20

Yorkville Public Library

Board of Trustees

Thursday, March 19, 2020 8:00pm

902 Game Farm Road – Michelle Pfister Meeting Room

The special Board of Trustees meeting was called to order at 8:00pm by President Darren Crawford, roll was called and a quorum was established.

Roll Call: Julie Brendich-yes-electronically, Darren Crawford-yes, Krista Danis-yes-electronically, Theron Garcia-yes-electronically, Jason Hedman-yes-electronically, Wamecca Rodriguez-yes-electronically, Russ Walter-yes-electronically

Absent: Susan Chacon, Ryan Forristall

President Crawford stated that Governor Pritzker had signed executive order #2020-07 on March 16, 2020 to relieve requirements for in-person attendance at meetings requiring a quorum, in response to the corona virus outbreak. This allows the Board to hold a meeting electronically. Tonight's meeting is being conducted through a Zoom platform.

Others Present:

Library Director Elisa Topper; Circulation Manager Sharyl Iwanski-Goist, electronically; Youth Services Director Jennette Weiss, electronically; Director of Adult Services Shelley Augustine, electronically

Recognition of Visitors: President Crawford recognized the library staff and guests.

Amendments to the Agenda: None

Public Comment: None

New Business:

President Crawford said the reason for the meeting is to establish a Telecommuting Policy in response to the Covid 19 outbreak. Ms. Brendich was asked to draft the policy and Ms. Garcia drafted the agreement form. Mr. Walter noted that wherever the forms refer to Library Board of Directors, it should be changed to say Library Board of Trustees. It was decided that the Telecommuting Policy should be an ongoing policy, not just for the current shutdown due to the virus. Mr. Crawford moved to adopt the Telecommuting Policy and Telecommuting Agreement with the recommended changes. Ms. Garcia seconded the motion and the Board verbally approved the policy and agreement form. Mr. Crawford will make the revisions as noted and Director Topper will give to the managers to sign which can be done electronically.

The other policy to be considered for approval was the Library Shutdown Due to Mass Contagion Policy. This policy ensures that all employees will continue to be paid during the shutdown. Mr. Walter said where references are made to the Library Board of Directors, it should be changed to Library Board of Trustees.

There was discussion if the part-time employees would be paid only if they did not accept another job during the shutdown. It was decided to allow the managers to decide if the part-timers needed to view webinars or do other enriching activities since some do not have home computers. Ms. Topper believes that paying the part-time people is a great gesture and good for staff morale.

Ms. Topper noted that Ms. DeBord would be the only employee allowed to enter the building for work not able to be done at home. Director Topper also recommended the book drop be kept open, but that staff not be allowed to touch materials in the box until the Library is open again. She cautioned against not keeping it open since people would leave books outside. Ms. Danis suggested putting a request on the website asking patrons to keep materials until the Library is open again.

After discussion, Mr. Hedman moved and Ms. Garcia seconded to adopt the Contagion Policy with recommended changes. Roll call: Crawford-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Danis-yes. Carried 7-0. Mr. Crawford will make the changes on this policy and forward to Ms. Topper. The revised policy will be given to all for their Policy Books at the next meeting.

Mr. Walter said any future meetings held electronically need to be *posted* on a website to allow for public attendance.

Executive Session: None

Adjournment:

There was no further business and the meeting adjourned at 8:17pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker