

**Yorkville Public Library**  
Special Board of Trustees Meeting  
Wednesday, July 1, 2020, 6:00pm  
902 Game Farm Road – Michelle Pfister Meeting Room

**Note:** The Special Library Board of Trustees meeting was held in accordance with Public Act 101-0640 and Gubernatorial Disaster Proclamation issued by Governor Pritzker pursuant to the powers vested in the Governor under the Illinois Emergency Management Agency Act. Remote attendance was encouraged to allow social distancing due to the ongoing Covid-19 pandemic.

The special meeting was called to order at 7:01pm by President Darren Crawford.

**Special Statement by the Board President Darren Crawford:**

It was determined by the Board President that an in-person meeting of the majority of the Board members at this juncture, would be impractical due to public health concerns that currently exist. Therefore, he is allowing a majority of the Board members to attend electronically, and that all votes must be taken by roll call.

**Roll Call:** (all attended remotely unless indicated otherwise)

Jason Hedman-yes, Wamecca Rodriguez-yes, Russ Walter-yes, Julie Brendich-yes, Darren Crawford-yes/in-person attendance, Theron Garcia-yes.

Absent: Susan Chacon, Ryan Forristall

**Staff and Others Present:**

Library Director Elisa Topper, in-person

**Recognition of Visitors:**

Director Topper was recognized.

**Amendments to the Agenda:**

Trustee Rodriguez asked for a discussion regarding upcoming Board elections, under New Business.

**Public Comment:** None

**Staff Comment:** None

**New Business:**

**Elections**

Since there are two candidates for Library Board President, Ms. Rodriguez suggested it would be appropriate to have each candidate make a vision statement regarding the President position. Both candidates agreed to this. She also suggested paper ballots for the voting process. President Crawford moved and Trustee Rodriguez seconded the motion to vote by paper ballot. Roll call: Rodriguez-yes, Walter-yes, Brendich-yes, Crawford-yes, Garcia-yes, Hedman-yes. Carried 6-0.

## **Approve Reopening Policies**

The Board discussed and revised the following four documents:

### Rules of Conduct

Mr. Walter asked to include a previously approved policy of no vaping or use of tobacco products, in the Rules of Conduct. Ms. Topper said the correct version will be handed out to the patrons. She added that item #16 needs to be approved tonight to be added to the Rules of Conduct which will be added to the Policy Manual.

The use of masks was reviewed and it was decided to omit the word “medically” from the language so that the library would not be liable in determining if a patron could decline to wear a mask. It was noted that someone not wishing to wear a mask could use the curbside service.

Mr. Crawford made a motion to add the Addendum to the Rules of Conduct for the Policy Manual and the revised language. Mr. Walter seconded. Roll call: Walter-yes, Brendich-yes, Crawford-yes, Garcia-yes, Hedman-yes, Rodriguez-yes. Carried 6-0.

### Proposed Hours

To avoid any confusion, Mr. Hedman said he would like to see consistent and simplified hours for the actual open times and curbside service. The Board discussed various operational hours, when to accommodate curbside service, etc. Ms. Topper said curbside service is still going to be offered since many patrons are hesitant to come inside the library. It was decided that patrons will be called when books are ready for pickup. She added that only 50 people (including staff) can be in the library at one time. Ms. Topper also talked about the time needed to process book returns, quarantine of books and cleaning protocols by staff. Lack of six staff was also noted. Computer times will be limited to one hour for now. After much discussion, the Board decided on the operation hours which were approved on a motion.

Trustee Hedman moved and President Crawford seconded the motion to approve the adjustment of the pandemic hours for patrons and curbside delivery to: Monday-Thursday 10:30am to 5:30pm and Friday-Saturday 11am to 3pm. Roll call: Brendich-yes, Crawford-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes. Carried 6-0.

### Our Requirements and What You Can Expect

Ms. Topper said these rules would be handed out to the patrons. The Board suggested some language revisions and agreed that masks must be worn at all times while in the library. Building capacity and how to monitor were discussed. Staff members and Friends of the Library will monitor the door in the first few weeks and staff will monitor the number of people in their areas. Director Topper said she does not foresee issues with more than 50 people in the library at one time. She also noted that there has been a request for the meeting room for an HOA meeting for the fall and the caller was asked to call back in September. Mr. Walter suggested an additional pandemic cleaning fee for groups and that group numbers need to be monitored. No formal approval was required for this document.

### Safety Protocols

Ms. Topper said the hand sanitizing stations are \$200 for the stand and \$50 a gallon for the sanitizer. One will be at the entrance and small bottles on the service desk. Face masks will be provided to patrons in the beginning and a \$1.00 charge thereafter, when masks need to be reordered. She has 300 masks at this time. Water fountains and air dryers will be turned off and there will be appropriate signage. Painters tape will be used on some of the furniture for social distancing. Staff temperatures will be taken daily. Deep cleaning will be done from 5am to 8am Monday-Friday. Ms. Garcia cited OSHA rules that require high traffic areas be cleaned regularly and Ms. Topper will address. Wipes will be provided in bathrooms for patrons' use. No formal approval was required for this document.

### Additional Business:

President Crawford noted the July 13<sup>th</sup> Board meeting will be held in the meeting room.

Ms. Rodriguez moved to re-open the library with limited hours on July 13, 2020 and Mr. Hedman seconded. Roll call: Crawford-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes. Carried 6-0.

### Adjournment:

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

Minutes respectfully submitted by  
Marlys Young, Minute Taker/remote attendance