

Yorkville Public Library
Special Board of Trustees Meeting
Monday, June 1, 2020 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The Library Board of Trustees meeting was held in accordance with the Governor Pritzker's Executive Order 2020-07 extended by Executive Order 2020-33. This Order allows remote attendance to encourage social distancing due to the current Covid-19 pandemic.

The meeting was called to order at 7:00pm by President Darren Crawford, roll was called and a quorum was established.

Roll Call: Theron Garcia-yes/remote, Jason Hedman-yes/remote, Wamecca Rodriguez-yes/remote, Russ Walter-yes/remote, Julie Brendich-yes/remote, Darren Crawford-yes/remote

Absent: Ryan Forristall, Susan Chacon

Others Present:

Library Director Elisa Topper/remote, Circulation Manager Sharyl Iwanski-Goist/remote, Youth Services Director Jennette Weiss/remote, Shelley Augustine-Director Adult Services/remote
Katie Finlon, *Kendall County Record*/remote

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

Statement from President Crawford: Mr. Crawford commented on the recent incident where a police officer kneeled on the neck of a man named George Floyd, who subsequently passed away a few minutes later. Mr. Crawford said no person should have to experience or witness that type of brutality and it should not be accepted. He further said that matters such as this need to be addressed, libraries need to lead and library programming might need to be re-focused to lead a dialogue in this community.

Amendments to the Agenda: None

Public Comment: None

Staff Comment: None

New Business:

Approve Curbside Service

Due to the ongoing public health pandemic and the temporary closure of the library, a policy was drafted to provide curbside service for patrons to check out books from the library. The purpose of this meeting is to discuss and approve the policy to prepare for this service while the library, other businesses and state prepare for a gradual re-opening.

Overview: President Crawford displayed a copy of the proposed Curbside Service Policy on the remote computer screen. Director Topper and staff drafted this procedure for the Thursday, June 4th start of the curbside service. If the plan is approved tonight, Ms. Topper will post information on various media platforms including Twitter, Facebook, digital sign, etc. Patrons can choose books on the website now for pickup on Thursday. It was noted that only materials available in this library can be reserved at this time. Books from other libraries cannot be reserved now. This information will be placed on the website. In Phase 4 of the Governor's plan to re-open the state, the library would open to the public. This will be discussed at the regular June meeting. Maintenance crews have been cleaning and staff will return to work on Thursday. Gloves, masks, lucite partitions and disinfectant have been purchased.

Reserved Books: Once a book is reserved, it is held for 6 days awaiting pickup. After that time, a courtesy call will be made to remind them that their materials are still awaiting pickup.

Curbside Service Hours: Hours of curbside service were reviewed and are comparable with other libraries who will provide 2-4 hours a day curbside delivery. In the draft policy, staff proposed this service Monday through Friday, however, Board members would like to add Saturday service and possibly eliminate Fridays. Ms. Topper said 4 part-time employees have resigned recently thereby reducing available staff. All departments will discuss the possibility of adding Friday (in addition to Saturday) to the schedule. Ms. Iwanski-Goist asked if the Saturday shift could be extended to 4 hours rather than 2, since some employees live further away. After discussion, the Saturday hours were decided as follows: 10am-2pm for staff and 10am to 12pm for curbside service. It was noted that some employees may be uncomfortable with working on curbside service.

Cleaning Procedures: Ms. Garcia asked for a review of the cleaning procedures and said a more thorough cleaning will be needed for the re-opening. The maintenance crew is cleaning every day and twice on Friday. When patrons are again allowed in the library, maintenance will be needed throughout the day requiring additional/adjusted maintenance hours. Ms. Topper will discuss the extra hours with them and noted that they have been wearing masks. Ms. Brendich suggested the maintenance staff should provide a written set of protocols, especially for the bathrooms and high-touch surfaces and the type of cleaners being used. This would be available to the public if there were questions.

Staff Returns to Work/Protocol Language for Policy: It was suggested that all employees should have their temperatures taken each day along with a series of health-related screening questions to be asked. It was decided staff should come to their shift 10 minutes early for screenings which should begin on June 4th when the staff returns. If anyone does not feel well, they should not report to work. Ms. Topper said a digital thermometer has been purchased. Mr. Walter asked who would pay for Covid-19 testing if needed. Some insurances will pay and the drive-through testing may not be open long-term. If someone is positive, the library would need to be closed for deep cleaning. Ms. Topper will contact City Administrator Bart Olson for re-opening guidance from the city. Ms. Garcia said the Policy Committee should work on a policy for health screening.

Returning Patrons: Mr. Hedman asked if the library association recommends any type of screening for patrons. Patrons will expect large signage and customer service/curbside service will also be needed long-term, said Ms. Rodriguez. She said a protocol should be adopted for patron health questions. Ms. Brendich said masks must be mandatory and enforced in the library for all. All Board members agreed. Director Topper said she will have a greeter when the library opens and masks will be distributed to those without.

Hiring Additional Employees: It was noted that since 4 part-timers have quit recently, at least 2 more will need to be hired. Ms. Topper said the hours could also be offered to other employees. Ms. Rodriguez suggested 2 extra flex or seasonal employees to be called if needed. Since students are uncertain about school in the fall, teens could be hired for this position.

Phase 4 and Healthcare: Ms. Topper said that as Phase 4 of the re-opening approaches, the library will develop policies regarding staff healthcare. For instance, if an employee vacations in a Covid-19 hotspot, they will need to self-quarantine. She said area Library Directors are drafting and sharing policies for this concern and she will forward her info to the Policy Committee.

Ms. Garcia said technology services should be discussed at the next meeting.

Summary: President Crawford made the suggested additions to the draft policy discussed tonight. It was decided the Policy Committee will meet at 6pm on June 8th, prior to the regular Board meeting. If necessary, the discussion can continue into the regular Board meeting. Any ideas or policy drafts should be sent to Committee Chairperson Brendich prior to that. Russ Walter was added to the committee due to a recent Board resignation.

A motion was made by Trustee Walter to approve the Curbside Service policy as amended and President Crawford seconded. Roll call: Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Crawford-yes. Carried 6-0.

Executive Session: None

Additional Business: None

Adjournment:

There was no further business and the meeting adjourned at 8:01pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker/remote