

**Yorkville Public Library**  
Special Policy Committee Meeting  
Monday, June 8, 2020 6:00pm  
902 Game Farm Road – Michelle Pfister Meeting Room

The Library Policy Committee meeting was held in accordance with Governor Pritzker's Executive Order 2020-07 extended by Executive Orders 2020-33 and 2020-39. These Orders allow remote attendance to encourage social distancing due to the current Covid-19 pandemic.

The meeting was called to order at 6:03pm by President Darren Crawford, roll was called and a quorum was established with all participants attending remotely.

**Roll Call Committee Members:** Julie Brendich-yes, Theron Garcia-yes, Wamecca Rodriguez-yes, Russ Walter-yes

**Others Present:**

Library Director Elisa Topper, Board President Darren Crawford, Trustee Jason Hedman

**Recognition of Visitors:** President Crawford recognized the visitors.

**Amendments to the Agenda:** None

**Public Comment:** None

**Staff Comment:** None

**New Business:**

**Approve Staff Health Policy**

After the previous Board meeting, Chairman Brendich said it was decided that a policy is needed so staff is aware of the health expectations when they return to work. It would also apply to the patrons. She thanked all Board members who contributed material for the policy and the floor was then opened for discussion.

The following policy concerns were discussed:

1. Conduct only pre-shift health screenings for employees, eliminate additional health screenings during employee's shift.
2. Elimination of references to "Human Resources" in policy and replace with Library Director or Manager.
3. Managers believe all employees should now be at library and not working from home.
4. How to handle employees refusing to work at library for safety or if they are immuno-compromised.
5. If a resurgence of Covid-19 cases, Board/staff will follow those actions initially used.
6. Policies should address all potential pandemics.

7. If an employee can work from home when self-quarantined or a family member is sick, the Telemarketing Agreement will be applicable.
8. All staff members will be required to wear a mask. Decided the Library Director or Managers will be taking temperatures, discussed cleaning of thermometer.
9. Discussed Phase 4 re-opening policies, possible re-opening date, limiting hours open and limited time in the library.
10. Library is currently short 6 positions.
11. How to manage patrons and enforce mask rule for them. A sign will be posted on the door stating masks are mandatory. Discussed possible medical conditions precluding masks and curbside service could be provided for those patrons. If non-compliance from patrons, the panic button can be used.
12. Committee decided that a greeter at the main door is necessary to enforce rules. Greeters will be Library Director or Managers in the re-opening.
13. Re-opening policy needed, what expenses may be incurred, plexiglas is already installed.
14. Discussed possible re-infection at work, possible re-closing of library, in which case original policy will be followed.

It was decided to have another meeting to create Phase 4/re-opening policies and review any other policy changes needed. The next meeting will be held on July 1 at 7pm.

Mr. Crawford moved to recommend presenting the revised Staff Health Policy to the full board for a vote to adopt and Mr. Walter seconded. Roll call: Walter-yes, Rodriguez-yes, Garcia-yes, Brendich-yes.

Carried 4-0.

**Executive Session:** None

**Adjournment:**

There was no other business and the meeting was adjourned at 6:42pm.

Minutes respectfully submitted by  
Marlys Young, Minute Taker