

Yorkville Public Library
Board of Trustees
Monday, June 8, 2020 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

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

The Board of Trustees meeting was called to order at 7:10pm by President Darren Crawford, roll was called and a quorum was established. All meeting participants attended remotely.

Roll Call: Jason Hedman-yes, Wamecca Rodriguez-yes, Russ Walter-yes, Julie Brendich-yes, Darren Crawford-yes, Ryan Forristall-yes, Theron Garcia-yes.

Absent: Susan Chacon

Others Present:

Library Director Elisa Topper, Circulation Manager Sharyl Iwanski-Goist, Director of Adult Services Shelley Augustine, Library Liaison/Alderman Daniel Transier

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

Amendments to the Agenda: Mr. Walter asked to move the New Business Board Nominations to the end of the meeting.

Minutes: February 24, 2020, May 11, 2020, June 1, 2020

President Crawford moved to approve the minutes as presented, seconded by Mr. Walter. Minutes approved were: February 24th Finance Committee, May 11th Library Board of Trustees, June 1st Special Library Board of Trustees.

Roll call: Rodriguez-yes, Walter-yes, Brendich-yes, Crawford-yes, Forristall-yes, Garcia-yes, Hedman-yes. Carried 7-0.

Correspondence:

Employee Joan Knutson thanked the Board for paying staff during the library closure and the caution shown by the library during the pandemic. Also, a notice was received from the Secretary of State confirming a per capita grant award in the amount of \$21,151.25. Due to Covid-19, funds will be delayed and libraries will be allowed extra time to spend the money.

Public Comment: None

Staff Comment: None

Report of the Treasurer:

Financial Statement

President Crawford briefly reviewed the report and asked about the expense for the Breakout Education Kit. It is a children's program and the cost was absorbed by the Friends.

Payment of Bills

It was moved and seconded by Trustees Walter and Garcia, respectively, to pay the bills as follows:

\$19,685.99 Accounts Payable

\$58,963.11 Payroll

\$78,649.10 Total

Roll call: Walter-yes, Brendich-yes, Crawford-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes. Carried 7-0.

Report of the Library Director:

Ms. Topper shared the following:

1. Curbside service began last week, thanked Sharyl and her staff and Managers.
2. Curbside service info posted by Shelley on YouTube, also press release in *Kendall County Record*.
3. Have 4 sneeze guards with total of 9 needed, received gloves, masks and cleaning supplies.
4. Virtual summer reading program started June 1.
5. Had 6 staff resignations for various reasons, an ad will be placed in *Record*.
6. Working on Illinois Public Library annual report due at end of month, required by state.
7. Staff has requested to postpone ice cream social from September to April.

City Council Liaison: None

Standing Committees:

A Policy Committee meeting was held prior to this meeting regarding a Staff Health Policy which will be discussed under New Business.

Unfinished Business:

Approve Surge Protector Part

President Crawford showed photos of the surge protectors that need to be replaced. The city will perform the labor at no cost and the cost of one protector is \$1,471.68 and two are needed. Mr. Crawford made a motion to purchase two and Mr. Walter seconded. Roll call: Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Crawford-yes. Carried 7-0.

E-Rate Update & Discussion

Mr. Walter gave an update for this item. The funding has been approved for the internet increase starting July 1st and for the upgrade of library wireless and network. The money can be spent anytime after July 1st, 2020 and before July 21, 2021 but, the work will not be done until the library re-opens. Funding will go directly to Comcast and the library will only receive the amount of the difference the library must pay. Mr. Walter will do a speed test of the modem after the work is done.

New Business:

Manager's Vacation Extension

The Library Director and Managers have requested an extension to the end of the calendar year in which to use their vacation. Normally it must be used by their anniversary date, but the pandemic has affected this. A rollover was also discussed, however, Ms. Topper said payouts would be required if an

employee left. President Crawford made a motion to extend the vacation time by 3 months for each affected employee and Ms. Garcia seconded.

Roll call: Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Crawford-yes. Carried 7-0.

Staff Health Policy

The Policy Committee met prior to this Board meeting to discuss what employees can expect when they return to work during the Covid-19 pandemic. Pre-shift health screenings are recommended and additional guidelines are outlined in the proposed Health Policy. President Crawford moved to adopt the Staff Covid Reactivation Policy/Health Policy and Trustee Garcia seconded. Roll call: Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Crawford-yes, Forristall-yes. Carried 7-0.

Plans for Reopening

Ms. Topper has a draft plan for re-opening under Phase 4 of the Governor's plan estimated to occur at the end of June. She suggested re-opening the library on July 6th or 13th which would include limited hours of operation possibly 12-6 Monday through Friday. She briefed the Board on opening dates for some other libraries and said none are opening full time hours at this time. She is considering how to limit a 1-hour stay, 1-hour computer times, to not allow children and disinfecting protocols. Ms. Iwanski-Goist reported curbside delivery was met with very positive feedback and library staff is helping to reserve books for patrons who need assistance. RAILS will not start delivering books until the end of June. Returned books are being quarantined for 7 days. The number of books checked out is not being limited at this time. A UV lamp/sanitizer was also briefly discussed, but the cost is prohibitive.

Staff will sanitize their immediate areas throughout the day. Supplies for disinfecting and cleaning have been purchased and it was suggested hiring someone to wipe down surfaces/handles etc. during the day. Ms. Topper will consider college/high-school students and past employees. All will be hired under the Library Clerk description, cross-trained and work up to 19 hours weekly. Members of the Friends group may also be considered for the greeter position and would provide maturity to handle situations and enforce mask rules. Ms. Topper said she and the Managers will assume the greeter position in the first few days. Ms. Rodriguez noted that many students and student groups need volunteer hours and might be able to help.

Signage will be posted in the window about new rules. Ms. Garcia suggested tape on the floor by circulation to help with social distancing. Ms. Rodriguez also noted that taxes are due July 15th and many people use the library to print documents. It was noted that curbside service will continue after the library opens. Great flexibility will be needed in the employees as things change.

The Board agreed on July 13th as the re-opening date with hours from 12-6. The Managers will work full shifts. Mr. Hedman suggested a second meeting before the regular July Board meeting to finalize re-opening details and it was decided to meet via Zoom on July 1 at 7pm for a Special Board meeting.

Nomination of Board Officers

The following is the slate of officers:

President:	Darren Crawford & Russ Walter
Vice-President:	Theron Garcia
Secretary:	Wamecca Rodriguez
Treasurer:	Susan Chacon

A vote will be taken at the regular Board meeting in July and more nominations can be accepted at that time.

Executive Session: None

Adjournment:

There was no further business and the meeting adjourned at 8:18pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker