

Board of Trustees
Mount Prospect Public Library

**Special Board Meeting
March 26, 2020
Minutes**

The meeting of the Board of Library Trustees was held without a quorum of Library Trustees physically present. The Library Trustees conducted the Board meeting with Library Trustees attending remotely via electronic means. This method of conducting the Board meeting was authorized by Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020). Information and instructions on how to participate in the meeting and submit public comments was published on the meeting notice, the meeting agenda, and on the Library's public website.

1. Call to Order

Notice of the time of the meeting, agenda, and instructions on how to participate and provide public comment, having been posted on the library's website forty-eight hours prior to the meeting as required by law, the meeting was called to order at 7:03 p.m. by Sylvia Haas, President.

2. Roll Call

Present: Marie Bass, Michael Duebner, Sylvia Fulk, Terri Gens, Brian Gilligan, Sylvia Haas

Absent: None

Staff Present: Anne Belden, Su Reynders

Visitors: There were no known attendees other than listed above.

3. COVID-19 Emergency Plan

Director Reynders reviewed the timeline of library activities due to the COVID-19 pandemic since the initial decision to close on Sunday, March 15, 2020, and the "stay-at-home" order was issued by the Governor on March 20, 2020 through April 7, 2020.

All staff are currently being paid for all regularly scheduled hours through March 29, 2020. Staff are providing and supporting virtual services and increasing access to electronic resources. Library card expiration dates have been extended and online library card registration has been implemented to make it easier for residents to use the library while they are at home. Staff that are not directly working on public services or back office support are working on a variety of tasks, such as professional development, participating in meetings, and checking email. A small number of staff are regularly conducting walkthroughs of the main building to verify everything is in order.

The Board thanked the staff for so quickly pivoting to providing and supporting solely virtual services.

Trustees discussed staff pay while under emergency closure orders. Director Reynders provided a written recommendation to commit to paying all staff 6-8 weeks of pay for regularly scheduled hours while under emergency closure orders. The recommendation included a statement that should the emergency stay-at-home order be extended into May 2020, the Board should revisit the topic to discuss longer term implications.

The Board discussed the potential economic impact of the pandemic, including the possibility of delayed or decreased property tax revenue, potentially as early as the second payment of 2020; decreasing sales tax support for the Village; federal unemployment support as part of the stimulus package, and expanded FMLA and paid sick leave under the Families First Coronavirus Response Act (FFCRA).

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The Board acknowledged the need to balance staff support as well as the long-term financial health of library and stated that staffing changes such as layoffs or furloughs would be considered if the Governor extends the stay-at-home order past April 7, 2020 and the library facilities remain closed.

Trustees discussed and approved extending full pay for all staff through the end of the Governor's current stay-at-home order.

Motion was made by Trustee Haas and seconded by Trustee Bass to continue to pay all staff for their regularly scheduled hours through April 7, 2020. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gens, Gilligan, Haas. NAYS: None. ABSTAIN: None. ABSENT: None. Motion Passed.

4. Plans for Next Board Meeting

Trustees agreed to meet on April 2, 2020 remotely via electronic means for a Special Board Meeting to continue to discuss the COVID-19 emergency plan.

5. Director and Trustee Reports

There were no reports.

6. Public Comment

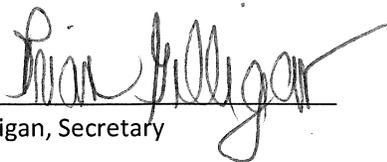
President Haas asked if there were any attendees who wanted to provide public comment, and there was no response, either verbally or in the chat window. Director Reynders paused to review her email inbox and noted that no comments were received either prior to or during the public meeting.

7. Adjournment

Special meeting adjourned at 7:41 p.m.

Upcoming Board Meetings:

- April 2, 2020 7:00 p.m.
- April 16, 2020 7:00 p.m.



Brian Gilligan, Secretary

Approved as submitted 04/16/20