

Board of Trustees
Mount Prospect Public Library

**Special Board Meeting
April 2, 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 7:09 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 several visitors who participated in the electronic meeting.

3. COVID-19 Emergency Plan

Director Reynders reviewed library activities since the last Board meeting on March 26, 2020. She reported that staff have rolled out virtual programming, and are now able to provide asynchronous phone support for voicemails on the Library's Main and South Branch phone lines. She stated that the Library is identifying larger non-essential and non-safety related contracts and projects that can be put on hiatus or canceled due to the uncertainty of future revenues and the length of the emergency closure. Trustees generally agreed that decisions regarding which items to identify and cancel or postpone should be made by the Executive Director.

Director Reynders stated that she had attended a webinar provided by HR Source employment lawyers on April 2, 2020 that reviewed the clarifications made to the new Federal Emergency Paid FMLA/Sick Leave Laws. She shared highlights regarding the paid sick leave and expanded family and medical leave for specified reasons related to COVID-19.

Trustees acknowledged that Governor Pritzker extended the stay-at-home order on March 31 through April 30, which resulted in the library facilities being closed through the end of April. As per the discussion at the March 26 meeting, the Board discussed paying all staff through the remainder of the emergency closure. Topics of discussion included the difficulty of making a decision that affected staff in this manner, the need to look at the long term impact of the economy as a result of the pandemic, the fact that MPPL is one of the first local libraries to seriously consider implementing staff changes, the fact that during a recession libraries typically see more need and have less funding, what the "new normal" will look like, and staffing options including furloughs, reduced pay, and rolling furloughs.

The Board asked Director Reynders for an estimate on how many staff would be affected and the financial impact if the library continued with a limited number of employees providing essential and substantive services during the emergency order while the facilities are closed. She stated that it would affect approximately 2/3 of staff and would have an approximately \$50,000 weekly impact.

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Motion was made by Trustee Haas and seconded by Trustee Duebner to continue to pay all staff for their regularly scheduled hours through April 11, 2020, and furlough non-essential employees during the emergency order while the facilities are closed beginning April 12, 2020, and to bring back furloughed employees according to business needs. 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 16, 2020 remotely via electronic means for the Regular Board Meeting.

5. Director and Trustee Reports

Trustees thanked staff for their work continuing to provide library services to the community and recognized the difficulty of the pandemic situation.

Director Reynders reported that she is meeting regularly with local government agencies and local library directors. The Library has cancelled programs through August 2020 and is focusing on creating an online summer reading program. Depending on the guidelines after the stay-at-home order is lifted and the library re-opens, new programming that meets the guidelines will be created.

6. Public Comment

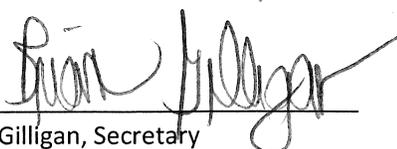
Karen Almeleh, Head of Business Operations, asked several questions regarding furloughs. President Haas thanked her for her comment and asked if there were any other public comments, and there was no response either verbally or in the chat window. Director Reynders paused to review her email inbox and noted that no comments were received either prior to or during the public meeting.

7. Adjournment

Special meeting adjourned at 7:49 p.m.

Upcoming Board Meetings:

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



Brian Gilligan, Secretary

Approved as submitted 04/16/20