

Board of Trustees  
Mount Prospect Public Library

**Special Board Meeting  
April 30, 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 7:02 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: Su Reynders

Visitors: There were approximately 80 visitors and staff on the electronic meeting.

3. COVID-19 Emergency Plan Update and Re-Opening Planning

Director Reynders reviewed the virtual and back office services that the Library continues to provide during the emergency closure.

Trustees discussed the proposed Library re-opening plan that includes six stages:

- Stage 1 – Closed to the public
- Stage 2 – Closed to the public; some staff resume work on site to prepare for future stages
- Stage 3 – Closed to the public; provide pickup and delivery services
- Stage 4 – Open to the public with significant restrictions
- Stage 5 – Open to the public with moderate restrictions
- Stage 6 – Transition to our new normal and modify as needed

Trustees ask for clarification regarding safety protocol in the Library, plans to clean and quarantine library materials, and for details regarding the re-opening plan.

The timeline for Stage 3 was discussed, and the Board generally agreed to the staff recommendation of:

- a. Staff only in the building in May, with the intent to provide pickup and delivery services no later than June 1.
- b. Staff reserve the right to change the plan if new information becomes available.

Director Reynders stated that based on the re-opening timeline, furloughed staff would begin to be brought back according to business need throughout late May and June 2020.

4. Director and Trustee Reports

Director Reynders reported that the Village of Mount Prospect has put the Community Connections Center expansion on hold.

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5. Plans for Next Board Meeting

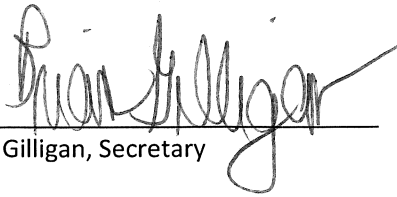
Trustees agreed to meet next on May 21, 2020 remotely via electronic means for the Regular Board Meeting.

6. Public Comment

Director Reynders read two emailed comments from community members regarding the staff furloughs. One community member commented about library reopening plans and Board meetings. A furloughed employee asked to be contacted about IMRF options.

7. Adjournment

Special meeting adjourned at 8:11 p.m.



A handwritten signature in black ink, appearing to read "Brian Gilligan", is written over a horizontal line.

Brian Gilligan, Secretary

Approved as submitted 05/21/20