

**Special Board Meeting
September 3, 2020
Minutes**

1. Call to Order

Notice of the time of the meeting and agenda having been posted on the library bulletin board and one other public place forty-eight hours prior to the meeting as required by law, the meeting was called to order at 6:02 p.m. by Sylvia Haas, President.

2. Roll Call

Present: Marie Bass, Michael Duebner, Sylvia Fulk, Terri Gens, Brian Gilligan [6:21 p.m.],
Sylvia Haas

Absent: None

Staff Present: Karen Almeleh, Jo Broszczak, Rosemary Groenwald, Jan Peterson, Su Reynders,
Mary Smith, Suzanne Yazel

Visitors: Kristine O'Sullivan

3. Adjourn to Closed Session

5 ILCS 120/2 (c) (3) The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

Motion was made by Trustee Duebner and seconded by Trustee Gens to adjourn to closed session at 6:02 p.m.

4. Reconvene Open Session

President Haas reconvened the meeting in open session at 6:36 p.m.

Motion was made by Trustee Gens and seconded by Trustee Fulk to appoint Kristine O'Sullivan to fill the trustee vacancy and will serve the remainder of the term until the next election in April 2021. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gens, Gilligan, Haas. NAYS: None. ABSTAIN: None. Motion carried.

Trustee O'Sullivan will be sworn in at the September 17, 2020 Regular Board meeting.

5. Approval of Purchase of Storage Lockers

Trustees discussed the self-pick up storage lockers, evaluating the benefits both during the emergency pandemic as well as afterwards. The lockers essentially create a 24/7 library, at least for access to materials. Director Reynders indicated that there would be additional costs for electrical work, and those costs would be taken from the operating fund. If the lockers are successful, the library could consider placing them in other parts of the community.

Motion was made by Trustee Haas and seconded by Trustee Bass to approve purchase of storage lockers as submitted. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gens, Gilligan, Haas, O'Sullivan. NAYS: None. ABSTAIN: None. Motion carried.

6. 2021 Budget and 2020 Levy

Trustees reviewed the draft 2021 Budget and 2020 Levy in detail, asking questions about specific expenditures and library services.

Director Reynders indicated that the Capital Needs Assessments study is scheduled to be completed on September 14; therefore, additional information about 2021 capital projects will be provided at the September 17 Regular Board meeting. A second transfer to the Capital Projects Reserve Fund will likely be needed to accommodate the new long-range capital plan based on the assessment results.

The Board requested that the following assumptions and change requests be included in the documentation that will be presented for approval at the September 17, 2020 Regular Board meeting.

- Flat levy request as compared to 2019.
- \$742,000 as the expenditure cost for health benefits.
- Include the salary components as presented, including a 2% cost of living increase and the proposed 2021 salary scale.
- Maintain the policy of awarding employees at or over the maximum of their salary scale a bonus of 50% of what the salary increase would have been in lieu of a salary increase.
- Keep the magazine budget expenditures flat as compared to 2020.

Trustee Gens left the meeting at 7:20 p.m.

7. Audience to Visitors

No visitors spoke.

8. Calendar items

- a. Library Closed – September 7
- b. Personnel Committee Meeting – September 8 – 6 p.m.
- c. Regular Board Meeting – September 17 – 7 p.m.
- d. Foundation Board Meeting – September 28 – Terri Gens
- e. Special/COW/Personnel Board Meeting – October 1 (tentative)
- f. Regular Board Meeting – October 15 – 7 p.m.
- g. Foundation Board Meeting – October 26 – Brian Gilligan

Trustee Duebner reported that he attended the Foundation meeting on August 24 and they are reviewing their bylaws. They are evaluating the size of the board and the status of a Library Trustee serving as a voting member.

9. Adjournment

Special meeting adjourned at 8:17 p.m.



Terri Gens, Secretary

Approved as submitted 09/17/2020