

Committee of the Whole Meeting
February 4, 2021
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 7:03 p.m. by Sylvia Haas, President.

2. President Statement Regarding Virtual Meeting

"This meeting of the Board of Library Trustees is held without a quorum of Trustees physically present and is authorized by Governor pursuant to "COVID-19 Executive Order No. 5" (16 March 2020), and the Government Emergency Administration Act (Public Act 100-0640; eff. 6/12/20). Pursuant to said Public Act, which in part amended the Open Meetings Act, I have determined that an in-person meeting is neither practical nor prudent because of the COVID-19 disaster. As a result, I have further determined that it is not feasible to require the physical presence of a Trustee, the Library Director, or the Library's attorney at the regular meeting location. The minutes of this meeting will include the foregoing statement. Please note that a roll call vote is now required for all motions."

3. Roll Call

Present: Marie Bass, Michael Duebner, Sylvia Fulk, Terri Gens, Brian Gilligan, Sylvia Haas [arrived at 7:27 p.m.], Kristine O'Sullivan

Absent: None

Staff Present: Jo Broszczak, Su Reynders

Visitors: There were approximately 10 visitors and staff on the electronic meeting.

4. Audience to Visitors

Staff member Polly Gillogly stated that she appreciates the opportunity to see the Board work.

5. Review Policy Change Recommendations

Director Reynders reviewed the policy recommendations and answered questions from trustees.

Trustees requested the following changes:

- Circulation – Clarify that not paying for lost or damaged materials will result in a blocked library card.
- Meeting Room – Replace the word "rent" with "reserve;" add that exceptions may be granted by the Executive Director.
- Book Discussion – Remove the listing of library hours.
- Public Comment – Remove the reference to "arrest."
- Employee Borrowing – Clarify that staff can check out and renew themselves electronically.
- Personnel Code Section F – Change the word "reputable" to "third party" in the benchmarking study section.

Trustees made several suggestions for staff to consider:

- Consider additional paid time off in lieu of cash bonuses.

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- Ask staff if further limiting meeting room usage to one hour on either side of opening and closing is better than a half hour.

6. Review of Serving Our Public 4.0: Standards for Illinois Public Libraries Checklists

Trustees reviewed the outcomes of the Standards checklists and asked questions. Director Reynders stated that the library will work on the highlighted items throughout 2021. These standards will be reviewed each year by the Board and staff as a requirement of the annual Per Capita Grant application.

7. Review 2021 Executive Director Goals

Trustees reviewed the consolidated goals document and discussed various aspects and expectations of each goal.

Trustees requested the following changes:

- Eliminate reference to “priority” in the list.
- Add a specific reference to South Branch in the Equity, Diversity, and Inclusion (EDI) goal.
- Eliminate the target dates in the EDI measures of success.

Trustees made several suggestions for staff to consider:

- Consider a Diversity Officer who will lead the EDI work with other staff.
- During the quarterly budget review, if there are savings in budget lines, consider spending those funds to help meet our goals.

Trustees requested that the Brand Update proposal be sent to them for informational purposes.

8. Clarify Board Response Process to Community Emails

The Board explored options to respond to emails from the community that are delivered to all Board members. Trustees agreed to designate Trustee Bass the primary contact to ensure that group emails are answered by the Board. She will consult with Director Reynders on the response. If the topic is sensitive or requires a decision by the Board, it will be addressed at the next regular Board meeting.


9. Calendar Items

- a. Shining Stars Gala – Saturday, February 6 - Virtual
- b. Regular Board Meeting – February 18
- c. Foundation Board Meeting – February 22 – Marie Bass

Trustee O’Sullivan encouraged everyone to attend the virtual Shining Stars Gala to recognize Joey Carbone.

10. Adjournment

Committee of the Whole meeting adjourned at 8.23 p.m.



Terri Gens, Secretary

Approved as submitted 02/18/2021