

**Regular Board Meeting
November 19, 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 7:01 p.m. by Sylvia Haas, President.

2. President Statement Regarding Virtual Meeting

President Haas read aloud the following statement: *"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, Kristine O'Sullivan

Absent: None

Staff Present: Karen Almeleh, Anne Belden, Jo Broszczak, Su Reynders, Suzanne Yazel

Visitors: There were approximately 35 visitors and staff on the electronic meeting.

4. Recognition of Volunteers and Staff

a. Proclamation – Recognition of significant employee anniversaries

Sylvia Haas read aloud the proclamation that recognized the following employees who celebrated significant anniversaries in 2020.

Forty Years	Mary Kay Walsdorf
Thirty-five Years	Thomas Garvin
	Timothy Loga
Thirty Years	Jan Peterson
Twenty-five Years	Peter Balingit
Twenty Years	Marci Buerger
	Darice Castino
	Michele Khan
	Paula Zoern-Loga
	Donna Wilson
Fifteen Years	David Banasiak
	Alison Horton
Ten Years	Janine Slayton

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Five Years	Jennifer Amling
	Angela Baker
	Christine Budzisz
	Chelsea Lord
	Jennifer Massa
	Catherine Simmons
	Amy Slagter

b. Proclamation – Recognition of library volunteers

Sylvia Haas read aloud the proclamation that recognized the following volunteers who celebrated significant anniversaries in 2020.

Thirty Years	Zoe Mather
Twenty Years	Vasudha Sullins
Fifteen Years	Howard Harris
Five Years	Jamie James
	Jean Krueger

Motion was made by Trustee Duebner and seconded by Trustee O'Sullivan to recognize the significant anniversaries of library employees and volunteers. Proclamations of employee and volunteer anniversaries to be made part of the record. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gens, Gilligan, Haas, O'Sullivan. NAYS: None. ABSTAIN: None. Motion carried.

5. Audience to Visitors

No visitors spoke.

6. Consent Agenda

- a. Approve Minutes of Regular Board Meeting of October 15, 2020
- b. Approve Minutes of Personnel Committee Meeting of November 5, 2020

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

7. Approve October 2020 Bills and Financial Reports

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

Director Reynders reported that the library received a \$1,000 grant for PPE from the Illinois Secretary of State. Director of Business Operations advised that the LIRA workers' compensation, property, and liabilities insurance rates came in at a 25% increase. This was less than the anticipated 35% increase that was used in the working budget.

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8. Pandemic Response Plan

Director Reynders reported that in response to the surge in COVID cases and “stay-at-home” recommendations from the Governor, Cook County, and Illinois Department of Public Health, the library moved to pick up, delivery, and virtual services effective Tuesday, November 17. On Monday, November 16, the library closed for disinfectant fogging and cleaning. Most, if not all, suburban libraries are following the same protocol. The library will reopen to the public based on local and statewide guidance.

Patron demand for pickup and delivery services has been very healthy, and the response from the community has been mostly positive, thankful that we did not shut down services entirely.

9. 2021 Operating Budget Amendments

Director Reynders proposed two budget amendments to consider. The first is to move \$10,000 from the salary line to Human Resources to fund the purchase of three Paycom modules. This automation allows us to change the previously full-time open position to part-time. The second is to consider allocating additional funds to continue to support the reduction in wait times for holds by purchasing additional copies of popular materials. Additionally, the reduced insurance rates will be reflected in the amendments. An amended budget will be presented to the Board at the December 17, 2020 Regular Board meeting.

10. Executive Director Report

Stavroula Harissis, the new South Branch Manager, introduced herself to the Board. Anne Belden, Deputy Director, gave a short presentation on the work that the Collection Management Committee is doing to remove barriers to patron service and increase the use of physical library materials. The committee will eventually recommend new loan periods and checkout limits, which the Board will be asked to consider as it is policy.

Trustees reviewed the library statistics and discussed door count and wireless usage.

11. Trustee Reports

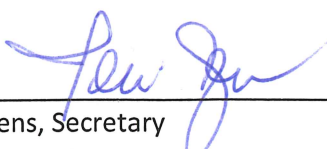
No reports.

12. Calendar Items

- a. Foundation Board Meeting – November 23 – Sylvia Haas
- b. Library Closed November 26
- c. Personnel Committee Meeting – December 3 at 7 p.m.
- d. Regular Board Meeting – December 17 at 7 p.m.
- e. Library Closed December 24 and 25
- f. Library Closes at 5 p.m. December 31

13. Adjournment

Regular meeting adjourned at 7:43 p.m.



Terri Gens, Secretary

Approved as submitted 12/17/2020