

**CHATHAM AREA PUBLIC LIBRARY DISTRICT**  
**BOARD MEETING MINUTES**  
Monday, April 20, 2020 7:00 PM

**I. Board Meeting Called to Order**

Due to the COVID-19 crisis, the board meeting was held virtually utilizing the ZOOM meeting platform. Board President M. Roubitchek called the meeting to order at 7:00 p.m. The following Board members were present: D Holden, N. Kirk, C. Moore, J. Moore, L. Ross and C. Westerlund.

**II. Virtual Meeting Authorization, COVID-19 Executive Order 2020-07 Section 6**

Director Byers noted the Governor's Executive order allows for the suspension of the in-person attendance requirement per the Open Meetings Act.

**III. Recognition of Visitors/Public Comments**

None.

**IV. Minutes from February 17<sup>th</sup>, 2020 /APPROVAL**

**NOTE: The March 16<sup>th</sup>, 2020 meeting was cancelled due to the COVID-19 crisis. A motion to approve the meeting minutes from the February 17, 2020 meeting was made by D. Holden and seconded by J. Moore. The motion was approved unanimously.**

**V. Treasurer's Reports / Review of Payments for February-March 2020/APPROVAL**

Board Treasurer N. Kirk provided an overview of the income and expenditures for the months of February 2020 and March 2020. Income was derived primarily from interest and fines and major expenditures were costs associated with printing the newsletter, travel expenses related to staff's attendance at the Public Library Association (PLA) annual conference held in Nashville TN in February 2020 and the purchase of books and materials.

**A motion to approve the Treasurer's report was made by C. Westerlund and seconded by D. Holden. The motion was approved unanimously.**

**VI. Reports**

**A. Library Director's Report/APPROVAL**

Director Byers provided information/statistics related to the Library's use of digital resources and social media due to the closure of the Library since March 16, 2020. Department heads have been meeting bi-weekly to discuss accessibility and programming ideas. Three part-time staff members have requested **not** to be paid during the library's closure.

Director Byers also requested Board approval for reimbursement of travel expenses (\$649.76) related to Alanna Sablotny's attendance at the PLA conference February 22-29.

## **B. Other**

The Friends of the Library will not have a book sale in July due to the impact of the library's closure and not receiving donations. Director Byers noted the Friends of the Library cancelled their monthly meetings in February and March; very likely a meeting will not be held in April.

The Foundation's April 16<sup>th</sup> meeting was postponed and a future meeting date has not yet been determined.

Director Byers has been working with Community Engagement Librarian Megan Freeman to determine the best means for returning art work to the artists from the Call to Entry art show.

The Staff Institute scheduled for April 17<sup>th</sup> was cancelled. The Library's Fun Committee has been meeting to discuss ways to keep the library staff connected during the library's closure. Library staff have been participating in various continuing education webinars during the closure and have completed the Preventing Harassment and Discrimination in the Workplace training (mandated sexual harassment training) developed by Administrative Assistant Sandy Brown and posted to the Niche Academy platform by Alanna Sablotny.

**A motion to approve the Library Director's report and the reimbursement of Alanna Sablotny's travel expenses was made by C. Westerlund and seconded by N. Kirk. The motion was approved unanimously.**

## **VII. Unfinished Business**

### **A. Minimum Wage Law and Budget Impact / DISCUSSION**

Director Byers reviewed and discussed the revised spreadsheet that was included in the board packet. A detailed explanation was provided on how the proposed pay grades, with minimum, midpoint and maximum hourly rates for specific job titles was developed. The next required minimum wage increase is due July 1, 2020. Director Byers will present the draft budget for FY21 at the May board meeting.

Board member C. Moore expressed concern about providing pay raises to all library staff, especially in light of the current economic climate, i.e., high unemployment, layoffs, etc. Board President M. Roubitchek reminded board members the incremental increase in the minimum wage over the next several years will result in pay inequities for staff members that have more education/job duties than those at a lower pay grade, therefore, at some point in time, pay increases will need to be made to retain and sustain staff at the library. Board Member L. Ross noted the need to communicate with library staff that a yearly salary increase is not guaranteed.

## **B. Other**

None.

## VIII. New Business

### A. Library Response to COVID-19 Situation

#### 1. Library Closure/APPROVAL

Director Byers referenced the March 26<sup>th</sup> letter prepared by the attorney for the Illinois Heartland Library System (IHLS) regarding the Governor's stay at home order for non-essential services/employees. Director Byers proposes to link the library's closure to the Governor's stay at home order should the order be extended past April 30<sup>th</sup>.

**A motion to approve linking the closure of the Library to the Governor's stay at home order was made by D. Holden and seconded by N. Kirk. The motion was approved unanimously.**

#### 2. Tentative plans for reopening in stages/DISCUSSION

Director Byers discussed the comprehensive chart, included in the board packet, which outlines a plan for reopening the library in various stages. The plan does not include the Café/Bookstore nor does it outline building cleaning/sanitization procedures. If the Governor modifies the stay at home order, the Board will need to have a special meeting to determine the level of service the library will provide. Board member J. Moore also noted the need to coordinate the modified library reopening plan with the Sangamon County Public Health Department.

#### 3. Continued Payment of Staff during closure/APPROVAL

Director Byers sought Board approval to continue to pay library staff should the stay at home order be extended past April 30<sup>th</sup>.

**A motion to continue to pay library staff in the event the stay at home order is extended past April 30<sup>th</sup> was made by C. Westerlund and seconded by J. Moore. The motion was approved unanimously.**

#### 4. Temporary Amendment to Policy 3-150 Employee Benefits/APPROVAL

With the library being closed due to the COVID-19 crisis, library staff will not have adequate time to expend their vacation time balance prior to the end of June 2020; therefore, the temporary amendment will extend the time period to expend FY20 vacation hours on or before December 31, 2020 (at the FY20 pay rate).

**A motion to approve to the temporary amendment to Policy 3-150 Employee Benefits was made by N. Kirk and seconded by C. Westerlund. The motion was approved unanimously.**

#### 5. 3-90 Personal Expenses and Reimbursement/DISCUSSION

Director Byers reviewed a draft policy revision that addresses an amendment to the Illinois Wage Payment and Collection Act (820 ILCS 115/9.5) enacted in 2019. The Library's attorney will need to review the revised policy and form to ensure it complies with the law. The Board requested Director Byers to determine how other libraries are addressing this new law and to secure copies of their policies, if possible, for review and discussion at the May 18<sup>th</sup> board meeting.

**6. Property Tax Revenue for FY21 delays and tentative plans/DISCUSSION**

Director Byers discussed the recent decision by the Sangamon County Board to extend the payment date of the 1<sup>st</sup> half of the property tax payment until September 11, 2020, without penalties. The potential impact to the library's operations is not having enough funding at the start of the new fiscal year (July 1). Director Byers proposes borrowing monies from the Special Reserve Fund and to replenish the fund when property tax revenue is received. The legality of the proposal must be reviewed by the Library's attorney.

**7. Other Issues Related to the COVID-19 Response/DISCUSSION**

Board Member C. Westerlund noted the need to be mindful of potential monies available to public/local governments via the COVID-19 stimulus package.

**B. Trustee Resignation/APPROVAL**

Board Treasurer N. Kirk formally offered her resignation to the Board for approval. She will be moving out of the library district. Her resignation will be effective at the end of May 2020.

**A motion to approve N. Kirk's resignation with regrets and thanks was made by C. Westerlund and seconded by C. Moore. The motion was approved unanimously.**

**C. Appointment of new trustee/DISCUSSION**

**Executive Session 5ILCS120/2(c) (3)**

The Board convened an Executive Session to discuss the board seat being vacated by N. Kirk.

**D. FY21 Library Attorney Proposal/DISCUSSION**

**Executive Session 5ILCS 120/2(c) (1)**

The Board convened an Executive Session to discuss the FY21 Library Attorney Proposal. Director Amy Byers was temporarily placed in an "electronic waiting room" during the Executive Session and was not allowed to participate due to a potential conflict of interest.

**E. Other**

None.

**IX. Announcements**

**A. Next Board Meeting: May 18th at 7:00 p.m.**

**X. Adjournment**

**A motion to adjourn the meeting was made by N. Kirk and seconded by D. Holden. The motion was approved unanimously. The meeting adjourned at 8:19 p.m.**