

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

I. Board Meeting Called to Order

Board President M. Roubitchek called the meeting to order at 7:00 p.m. The following Board members were present: E. Bolinger, D Holden, N. Kirk, C. Moore, J. Moore, C. Westerlund, and L Ross.

II. Election of Officer: Treasurer

D. Holden made a motion to nominate E. Bolinger for the Board Treasurer position; the motion was seconded by C. Moore. The motion was unanimously approved.

III. Recognition of Visitors/Public Comments

None.

IV. Regular Meeting Minutes from June 15, 2020/APPROVAL

A motion to approve the meeting minutes from the June 15th, 2020 meeting was made by D. Holden and seconded by J. Moore. The motion was unanimously approved.

V. Treasurer's Report/Review of Payments/APPROVAL

Director Byers summarized the end of fiscal year cash on hand and payments issued.

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

VI. Reports

Library Director's Report/APPROVAL

- A.** Positive responses have been received about the Lobby/Computer Lab reopening plan. Director Byers reviewed and discussed building maintenance issues and provided an update on personnel changes (hiring of a page). Director Byers also noted work being done by the staff in designing an obstacle course on the south end of the parking lot. Director Byers informed the board that a proposal to repave the parking lot is in the works and information should be available for review at the August board meeting.

A motion to approve the Library Director's report was made by C. Moore and seconded by D, Holden. The motion was unanimously approved.

B. Tax Receipts Update

Director Byers noted the receipt of funds from the City of Springfield. Tax disbursement monies are lagging due to the change in property tax due dates.

C. Other

None.

VII. Unfinished Business

A. 3-90 Personal Use of Equipment Policy/APPROVAL

Director Byers revised an existing policy in response to the amending of the State of Illinois Wage Payment and Collection Act in 2018. The reimbursement to employees for personal use of equipment has to be authorized by the library director and the employee has to provide documentation within 30 days of the personal use of equipment. The draft policy has been reviewed by the library attorney, Allen Yow.

A motion to approve the revised policy, 3-90 Personal Use of Equipment, was made by C. Westerlund and seconded E. Bolinger. Board Secretary L. Ross conducted a roll call vote and the motion was unanimously approved.

B. Temporary Personnel Policies related to COVID-19

Director Byers developed a COVID-19 Employment Policy Manual to ensure library staff could easily access all COVID -19 related policies and procedures. Director Byers noted the library attorney, Allen Yow, has reviewed the policy manual. Director Byers also noted the need to add protocols addressing staff exposure to COVID -19 and/or how to handle an employee who reports COVID-19-related symptoms.

A motion was made by C. Westerlund to approve the Temporary Personnel Policy Manual (valid until 12/30/2020), with the understanding additional information will be added, as needed. The motion was seconded by J. Moore and a roll call vote was conducted. The motion was unanimously approved.

C. Pandemic Reopening Plan Stages 1-5/DISCUSSION

Director Byers provided an overview of the Pandemic Reopening Plan. The Library is currently in Stage 3 of the plan – all core services are being offered to the public, with limited operating hours, with the exception of allowing meeting rooms to be used by groups and allowing the public to browse the stacks. Director Byers noted several local libraries are either fully open to the public (Rochester and Sherman) or using a hybrid reopening plan (Lincoln Library-Springfield).

D. Current Stage Determination

Director Byers provided the Board with feedback/comments she has received about the library's current state of operations. Discussion focused on what metrics to use to determine which stage of the Pandemic Reopening Plan the library should operate. The consensus of the Board is to proceed with caution due to the current trend of increased COVID-19 cases in Sangamon County and have the Library continue to operate in Stage 3 of the Pandemic Reopening Plan. Director Byers will continue to monitor and evaluate operations. Every two weeks she will contact the Board to discuss/assess the current state of operations to determine if changes need to be made.

A motion to have the Library continue operating under Stage 3 of the Pandemic Reopening Plan was made by J. Moore and seconded by C. Moore. A roll call vote was conducted and the motion was unanimously approved.

E. Other

None.

VIII. New Business

A. FY21 Tentative Combined Annual Budget & Appropriation Ordinance No. 2021-1/APPROVAL

Director Byers noted a Truth in Taxation Hearing may be needed due to the aggregate levy possibly exceeding the 5% increase over the prior year's levy. The tentative approval of Ordinance No. 2021-1 can be done now; however, at the August board meeting, an in-depth review will need to be done on the levy amounts.

A motion to approve the FY21 Tentative Combined Annual Budget and Appropriation (Ordinance 2021-1) was made by D. Holden and seconded by C. Westerlund. A roll call vote was conducted and the motion was unanimously approved.

B. Closed Meeting Minutes Review/APPROVAL Executive Session 5ILCS 120/2.06 (If deemed necessary)

The Board reviewed the closed meeting minutes from the following board meeting dates: January 20, 2020, April 20, 2020 and May 18, 2020 to determine if the meeting minutes should be released from closed session.

A motion to release the meeting minutes from closed session for the following meeting dates: January 20, 2020, April 20, 2020 and May 18, 2020 was made by D. Holden and seconded by C. Moore. A roll call vote was conducted and the motion was unanimously approved.

C. 3-152 Nursing Mothers Policy/APPROVAL

The new policy was developed in response to legislation enacted in 2018 requiring employers of more than five employees to provide employees who are nursing with reasonable **paid** break time to express milk for up to one year after the child's birth.

A motion to approve the Nursing Mothers Policy (3-152) was made by C. Westerlund and seconded by D. Holden. The motion was unanimously approved.

D. ALA's (American Library Association) Freedom to Read and Freedom to View Statements/REAFFIRM

Director Byers noted the importance of the Board formally reaffirming their commitment to the ALA's Freedom to Read and Freedom to View.

A motion to reaffirm the ALA's Freedom to Read and Freedom to View Statements was made by E. Bolinger and seconded by D. Holden. The motion was unanimously approved.

E. Fine options for lost and overdue items/DISCUSSION

Director Byers relayed information about several local libraries going fine-free, i.e. Bloomington, Normal and Champaign. The Rochester and Springfield libraries are fine-free for children materials. Discussion focused on offering fine amnesty (for limited time) or going fine-free. Important data to consider is the socioeconomic status in the Chatham Area Public Library District and the impacts of systemic racism/privilege on access to the library. Director Byers will compile more information on amnesty and fine-free programs implemented by other libraries and this topic will be revisited at the August 17th, 2020 board meeting.

F. Election Day Holiday/DISCUSSION

Public Act 101-0642 declares November 3, 2020 as a state holiday and requires all government offices to close for Election Day on November 3, 2020. This act is also applicable to schools and state universities. It is unclear if the law applies to units of local government. The library attorney, Allen Yow, is awaiting information from an inquiry submitted to the IL House of Representatives by the Illinois Municipal League.

G. Other

None.

IX. Announcements

A. Next Board Meeting: August 17th, 2020

X. Adjournment

A motion to adjourn the meeting was made by D. Holden and seconded by C. Westerlund. The motion was unanimously approved. The meeting adjourned at 8:23 p.m.