

**BOARD OF TRUSTEES Special Board Meeting
Wednesday, April 1st, 2020; 6:30pm**

MINUTES

I. Call to Order & Roll Call: 6:35pm

In the absence of the Board Secretary, Warrette Coleman was asked to take on the role of acting secretary. A motion and 2nd was made to have Warrette Coleman as acting secretary for the meeting. On a voice vote, the motion was approved.

Present: Kisha Houston, Warrette Coleman, MarcyJo Chachakis, Gina Middleton, Alice Creason, Patricia Nalls (arrived at 7:30pm). Also Present: Laura Van Cleve, Library Director; Ashley Baltazar, Head of Technical Services; Susan Eberly, Bookkeeper; Angelo Ciambrone, Attorney, staff members were present as part of the public.

II. Remarks from the Public

Because the meeting was conducted virtually, all remarks from the public were sent via email to the Director. The main remark was from staff concerned about the library closure due to stay at home order as a result of the COVID 19 Pandemic. Director Van Cleve stated that most concerns would be addressed in the Librarian’s Report.

III. Treasurer’s & Financial Reports

C. Staff Salary-pay during Pandemic Closure

1) We collected the money for this month's expenses in 2019 from the two property installment tax distributions that year. We begin June of this year with money collected in 2020 so far, which is about \$600,000. None of that includes carryover. 2) The federal relief package specifies that State-directed Stay At Home orders count as a quarantine. 3) Illinois wants workers to stay at their places of employment and be paid sick leave rather than be let go.

IV. Librarian’s Report

Pandemic Update

Staff Work from Home

Director Van Cleve informed the Board that staff have been regularly checking email and voicemail. Director Van Cleve has been in contact with most staff regularly and would like to applaud Department Heads for continuing communication with their departments. Director Van Cleve discussed ideas behind how we can work from home as well as what we are doing to keep the public informed during our closure including adding free databases to our website, discussing recorded storytimes, and introducing virtual library card services.

V. Business

A. Extension of Closure due to COVID-19 Pandemic per Governors’ Order/School Closures?

At this time, any extension of closure should be discussed before informing the public. The public will be told that the library is “Temporarily Closed due to COVID-19 Pandemic” and that way the library can focus on re-opening at our own pace to make sure we are taking safety and health precautions for both staff and patrons.

B. Cleaning of facility completed-vote to carpet clean?

A motion and 2nd was made to take advantage of the closure of the library and schedule our annual carpet cleaning before we re-open to the public. As per Virtual Meeting guidelines, a Roll Call Vote is required for any motions. Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes; Patricia Nalls, yes. The motion was approved.

Patricia Nalls noted her arrival around 7:30pm and apologized for confusing the start time of the meeting.

VI. Trustee Information and General Announcements

At this time, all Continuing Education and meetings for Trustees have been cancelled. Director Van Cleve will inform the Board when and if CE is rescheduled. At this time, the Board has decided to postpone watching the monthly Trustee Short Takes Videos and will return to them once Board Meetings are in person.

VII. Adjournment

A motion and 2nd was made to adjourn the board meeting at 7:40pm. . Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes; Patricia Nalls, yes; the motion was approved.

Next Regular Board Meeting is scheduled for Wednesday, April 15, 2020; 6:30pm

Respectfully submitted,

Warrette Coleman, Acting Board Secretary

and

Laura Van Cleve, Library Director