

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of August 19, 2020

**Board of Trustees Regular Meeting
August 19, 2020 – 6:30 p.m.**

Executive Order 2020-07 suspends the in-person presence requirements for elected officials and eliminates the limitation on remote access. To provide remote access for Library Trustees while allowing the public to access the Board meeting, we will be hosting our August 19, 2020 meeting via the Zoom platform. Information as to how to listen to the meeting by phone is provided below. We provide opportunity for public comment at all Board meetings. For this remote access meeting members of the public can share comments by submitting their comments in advance through email by sending them to directors@ippl.info by 6:15 p.m. August 19, 2020. Please indicate this is a Board Meeting comment in the subject or body of the comment. Comments will be read aloud during the public comment section of the agenda and entered into the public record.

iPhone one-tap :

US: +13126266799,,89930509987#,,,,,0#,,777870# or
+19292056099,,89930509987#,,,,,0#,,777870#

Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 or +1 669 900 6833 or +1 253 215
8782 or +1 346 248 7799

Webinar ID: 899 3050 9987

Passcode: 777870

International numbers available: <https://us02web.zoom.us/j/kcULU4JOBt>

A. Roll Call

President Suriano called the meeting to order at 6:30 p.m. and stated the following:

“This meeting is held as a virtual meeting given that the governor has declared the coronavirus pandemic a disaster. I have determined that an in-person meeting is not practical or feasible because of the disaster. I have also determined that it is not feasible or practical, due to the disaster and disaster proclamation, to have a library trustee, the library director, or the library's attorney present at the library during the meeting.” Suriano verified that each trustee could hear the discussion. Secretary Megaridis called the roll.

Present: Asma Akhras, Donald Damon, Taylor Frawley, Marian Krupicka, Crystal Megaridis, Victoria Suriano

Absent: none

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski

Others: none

President Suriano asked for additions and/or corrections to the agenda. There were none.

B. Mission Statement: Secretary Megaridis read the library mission statement. We enrich people's lives by providing opportunities to explore, connect, and be inspired.

Vision Statement: Secretary Megaridis read the library vision statement. Lives are enriched and dreams are realized.

C. Public Comment – Bukovac did not receive any email comments prior to tonight’s meeting.

D. Communications and Announcements

1. Ritzman to Bukovac re: Election Day State Holiday

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, July 15, 2020

2. Action on Bills/Additional Bills

3. Resolution #2020-B Authorizing Distribution of Trustee Election Materials and Acceptance of Petitions

4. Approval of 2020 Illinois Public Library Annual Report

Damon moved, Krupicka seconded to approve the Omnibus Consent Agenda. Ayes: Akhras, Damon, Frawley, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director’s Report

With respect to COVID, Bukovac and the department heads have discussed how to handle roll backs in service if the need arises including how many staff would be needed to provide basic services. If Illinois were to revert to Phase 1 there would be some amount of work for staff to do remotely. The question was raised about staff pay if we reverted to phase 1. The Board felt the discussion should be tabled for now - the situation is fluid and decisions need to be made based on events as they happen. An emergency board meeting can be scheduled if needed. Megaridis noted that everything we’ve learned over the last few months should be incorporated into our disaster plan.

H. Department Reports

I. Reports

1. Treasurer’s Report – backup in packet.

2. Chamber Reports – backup in packet.

3. RAILS – backup in packet.

4. Building and Grounds Committee – no report

5. Finance Committee – no report

6. Planning/Outreach Committee – no report

7. Policy Committee – no report

J. Unfinished Business

1. Renovation Update – Bukovac reported we have been looking at flooring, carpeting, tables and trying out a variety of chairs. The goal is to bring the finishes to the Board at the September meeting. The architects are working on the construction documents.

K. New Business

1. Approval of Knudsen Construction for Pickup Window – The library received five proposals for the new drive up window. A memorandum from the architects and a list of the

- proposals submitted is included in the packet. The low proposal for the project was from Knudsen Construction. The architects have completed several projects of similar size with Knudsen over the last several years. They spoke to Knudsen about the scope of the project and their recommendation is to award the project to them. Krupicka moved, Damon seconded to approve the base bid proposal for a new drive up window submitted by Knudsen Construction in the amount of \$21,432.00. Ayes: Akhras, Damon, Frawley, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.
2. Proposed Employee Expense Reimbursement Policy – In January 2019 the Illinois Wage Payment and Collection Act was amended to include a new section that requires every Illinois employer to reimburse an employee for all necessary expenditures incurred by the employee within their scope of employment. In January 2019 the library did not require staff to use their own internet and phones to perform their work and we did not establish policy and procedures for expense reimbursement. With the onset of COVID, all staff worked from home March 14-May 28 and as of May 29 some of the staff have worked part of their hours from home and will continue to do so until the state moves to phase 5. The library’s attorney said the law does not set guidelines to determine the cost so Bukovac calculated reimbursement based on the average cost of data and cell phone plans. Megaridis moved, Frawley seconded to adopt the proposed Employee Expense Reimbursement Policy. Ayes: Akhras, Damon, Frawley, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously
 3. Proposed Student Library Card – Bukovac is proposing that a special student card be made available to youth ages 13 to 17. The limited card would provide complete access to digital services and allow checkout of most materials (not equipment) with a limit of 10 physical items at a time on a card. All policies relative to issuance of cards and cardholder responsibilities would apply. The Board agreed that it was a great idea especially in light of the fact that schools are not providing library services due to COVID. The Board decided to limit the number of physical items on a card to 5 at a time since the primary purpose of the card is to provide digital access. Akhras moved, Frawley seconded to adopt the Proposed Student Library Card with a limit of 5 physical items at a time on a card. Ayes: Akhras, Damon, Frawley, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.
 4. Library Phases during COVID – The library is basing its phased services on the phases instituted by the state as detailed in *Restore Illinois: A Public Health Approach to Safely Reopen Our State*. Bukovac and the department heads have evaluated what the library has done so far and have made improvements along the way. They have also discussed what could trigger a potential rollback in service including if Illinois reverts back. We are confident that we’ll be ready if needed. An updated plan is in the packet. The number of visitors in the library continues to be low. We’ve added a few study tables/seats that can be booked for up to two hours and will be opening the two conference rooms on the second floor for up to two people. Curbside pickup continues to be busy with over 100 daily pickups. We’re allowing people to use computers for up to two hours if no one is waiting. We’ve started allowing cardholders to place holds on items from other SWAN libraries and cardholders at other libraries can place holds on our items. We hope to resume passport service on October 1.

L. Meetings Scheduled

Special Board Meetings with Product Architecture on August 24 and 31 at 2:00 p.m.

M. Adjournment

At 7:26 p.m. Krupicka moved, Megaridis seconded to adjourn the meeting. Ayes: Akhras, Damon, Frawley, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.

Crystal Megaridis, Secretary