

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of January 20, 2021

**Board of Trustees Regular Meeting
January 20, 2021 – 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 January 20, 2021 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. January 20, 2021. 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.

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 +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833

Webinar ID: 862 0540 7085

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, Marian Krupicka, Crystal Megaridis, Victoria Suriano

Absent: none

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski

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.

Values Statement: Secretary Megaridis read the library values statement. We value and respect the individual. We empower and guide each visitor. We aspire to bring people together.

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

D. Communications and Announcements

1. ILA to IDPH re: Vaccines for Library Workers
2. Letter from Bukovac to DuPage County Health Department re: Vaccines for Library Staff
3. Letter from Bukovac to DuPage County Board of Health re: Vaccines for Library Staff

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, December 9, 2020
2. Action on Bills/Additional Bills
3. Determination to Dispose of Property
4. Determination to Dispose of Equipment
5. Delete Two Executive Session Tapes from January 16, 2019
6. Policy Committee Meeting Minutes, January 13, 2021
7. Proposed Changes to Policies
 - 200 By-Laws
 - 440 Information Services
 - 450 Library Sponsored Programming
 - 500 Materials Selection
 - 800 Personnel
 - 420 Library Cards
 - 430 Circulation of Materials
 - 431 Fines and Charges
 - 432 Homebound Services
 - 433 Suspension/Limitation of Privileges
 - 455 Group Tours/Programs
 - 456 Proctoring
 - 471 Social Media
 - 474 Maker Equipment
 - 475 Miscellaneous Equipment
 - 490 Process for Patron Complaint
 - 650 Conference Rooms
 - 660 Meeting Rooms
 - 680 Video Surveillance
 - 700 Identity Protection
 - 1000 Emergency Closing
 - 1010 Emergency and Disaster Plans

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

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director’s Report

The departments have been busy packing up their workrooms in preparation for the renovation. Kudos to the staff for showing great teamwork. Bukovac will review the new service model for the Board at the February meeting.

H. Department Reports

I. Staff Report – none

J. 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

K. Unfinished Business

1. Renovation Update – The phasing of the project was covered in Bukovac's report. The department heads and Bukovac have been working on where to move staff so we're not in the way of the contractor. We have decided to rent a container from PODS for the parking lot because a lot of office furniture needs to be moved out of the way. It will arrive the end of January. We continue to work on ways to offer services during the construction.

L. New Business

1. Continuation of FFCRA Paid Sick Leave - The Families First Coronavirus Response Act that was passed in 2020 required employers to provide employees with paid sick leave at a total of two weeks for the year for specified reasons related to COVID-19. This requirement expired December 31, 2020. The most recent COVID relief bill does not require this paid leave to be offered by employers but does state that an employer may choose to offer it. Library staff who work 20 or more hours earn sick leave but staff who work less than 20 hours do not earn sick leave. Bukovac is requesting that the Board authorize paid leave in 2021 to employees who work less than 20 hours and must take time off because they need to quarantine or they are exhibiting symptoms of COVID and seeking a medical diagnosis. This paid leave in 2021 would be a maximum of the average number of hours a staff person works over a two-week period. Damon moved, Megaridis seconded to authorize FFCRA paid sick leave in 2021 to employees who work less than 20 hours at a maximum of the average number of hours a staff person works over a two-week period. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.
2. Motion that Bukovac May Approve Change Orders Under \$10,000 – The Board passed this motion during the last renovation in 2010 to ensure that the project continued in a timely manner. Megaridis moved, Akhras seconded that Bukovac may approve change orders under \$10,000. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.
3. Proposal to Replace Two Service Desks at a Maximum Cost of \$20,000 - Our current service desk is not in good shape with the wood splintering and cracking. Bukovac is requesting that we replace it as well as the current Technology Services desk since they are a few feet away from each other. The current Technology Services Desk would be used in the new passport room. The funds would come from the reserve fund. Damon moved, Krupicka seconded to replace two service desks at a maximum cost of \$20,000. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.

4. Proposal to Replace Carpeting in Middle School Lounge at a Maximum Cost of \$2,200 – Because part of the middle school lounge is currently in the kids and teens workroom there will be a lot of patching of carpet that needs to be done and the result will be two different carpets in this small lounge of 270 feet. The proposal is to put new carpet down in the entire space. Krupicka moved, Damon seconded to replace carpeting in the middle school lounge at a cost not to exceed \$2,200. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.
5. Open Trustee Position – We have three candidates running for four open positions. Suriano would like to start the process of finding someone to appoint. Megaridis and Krupicka know people who may be interested. They will get the contact information to Bukovac. Bukovac will send them a questionnaire. The Board can interview at the February meeting and appoint in March or April.
6. Resolution 2021-A Honoring Taylor Frawley - Suriano read the resolution aloud. Akhras moved, Damon seconded to approve Resolution 2021-A Honoring Taylor Frawley. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.

M. Scheduled Meetings

- N. At 7:15 p.m. Megaridis moved, Akhras seconded to go into Closed Session as allowed by 5ILCS, Act 120/2 (c) (21) Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Open Meetings Act. Roll call vote. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: None. Absent: none. Motion carried unanimously.

O. Return to Open Session

At 7:18 p.m. Akhras moved, Damon seconded to go back into open session. Roll call vote. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.

1. Closed Session Minutes, 2/26/20 - Krupicka moved, Akhras seconded to approve the closed session minutes dated 2/26/20. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.
2. Open or Close All Closed Session Minutes - Krupicka moved, Akhras seconded to keep all closed session minutes closed. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.

- P. At 7:21 p.m. Megaridis moved, Akhras seconded to go into Closed Session as allowed by 5ILCS, Act 120/2 (c) (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity (Annual Review of Library Director). Roll call vote. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously

Q. Return to Open Session

At 8:04 p.m. Krupicka moved, Damon seconded to go back into open session. Roll call vote. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.

1. Director's Salary Increase – Akhras moved, Damon seconded to award a 3% increase per

annum and to award a bonus of \$3,000. Roll call vote. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: None. Absent: none. Motion carried unanimously
2. Any Other Actions – none

R. Community Events

S. Library Events

T. Adjournment

At 8:06 p.m. Akhras moved, Krupicka seconded to adjourn the meeting. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.

Crystal Megaridis, Secretary