

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of June 17, 2020

**Board of Trustees Regular Meeting
June 17, 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 June 17, 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. June 17, 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.

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

Webinar ID: 843 2590 6451

Password: 636302

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

A. Roll Call

President Suriano called the meeting to order at 6:36 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: Taylor Frawley

Staff Present: Jamie Bukovac, Maria Wlosinski, Ann Stovall

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. White to Bukovac re: Per Capita Grant

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, May 12, 2020
2. Action on Bills/Additional Bills
3. Ordinance #2020-3 Establishing Regular Meeting Date
4. Ordinance #2020-4 Amending Budget and Appropriations Ordinance for FY 2019-20
Megaridis moved, Damon seconded to approve the Omnibus Consent Agenda. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: Frawley. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Bukovac reported that the library received \$1,500 from the Darien Woman's Club. We will discuss how to spend it at a later time. The special board meeting with the architects is June 23. A question was raised about the potential need for changing the plan in terms of social distancing. Bukovac said the architects have broken out costs of individual pieces of the project for phasing. She noted that phasing is not unusual for libraries and there isn't an additional cost with phasing. The Board can decide what pieces of the plan can wait. A question was raised as to whether we are locked in to the renovation budget the Board approved. Bukovac said the budget can be changed.

H. Staff Reports – none

I. Reports

1. Treasurer's Report – backup in packet.
2. Chamber Reports – no report
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 - none

K. New Business

1. Phased Reopening of the Building – The library is basing its phased services on the phases instituted by the State of Illinois as detailed in *Restore Illinois*. Bukovac gave an overview of where we've been and where we're going (phase 1-4). We are continually studying state guidelines, what others are doing, and discussing how we can safely serve our patrons. *Restore Illinois Phase 3* states that retail and offices can reopen to the public with capacity and other limits and precautions. The concept guiding us in phase 3 will be to restrict the length of time patrons are in the building. We will encourage patrons to use the library remotely, pick up items through curbside pickup, and limit their time when they are inside the building. When inside the building they will be expected to accomplish a task and leave the building. Seating will be removed and meeting spaces won't be available. Using retail guidelines from the state, we can accommodate 125 people in the building. We will be using our door counter (accessible from desktop) and "eye-balling" areas of the library to accomplish this. We've installed shields around the service desks. We'll lay out social distancing lines, help patrons on the computer remotely from the service desk, and post

signs about wearing masks. The Board was concerned about ensuring the 125 capacity. They suggested having a staff person responsible for watching the door counter numbers on the desktop and having a plan in place if the number exceeds 125. They also suggested having touchless hand sanitizers as people enter the building. The Board is proud of the job staff has done during this challenging time.

2. Proposed Changes to Policy 612 – Bukovac is asking for a revision to policy 612. Due to safety protocols to prevent the spread of COVID-19, children age 12 and under would have to be accompanied by an adult while using the library. Megaridis moved, Damon seconded to approve the proposed changes to Policy 612. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: Frawley. Motion carried unanimously.
3. Financial Forecast - Bukovac reviewed the financial forecast information contained in the Board packet. It includes projected revenues and expenditures and assumes a \$1.3 million renovation. It also lists capital projects going out to 2030.
4. Operating Budget 2020/2021 – With respect to revenue, Bukovac noted that this year provides for a higher CPI index for calculating the amount of property taxes we'll receive and the per capita grant will be fully funded. She included cuts to our desk monies given the uncertainty of how patrons will be using the library. Even with the reduction in desk monies we are able to maintain a healthy expenditure budget. A question was raised as to whether there was a significant decrease in our property tax revenue back in 2008/09. Bukovac said there was not. Currently we have received close to our normal amount of property tax revenue from DuPage County and are awaiting payment from Cook County. Damon moved, Krupicka seconded to approve the Operating Budget for 2020/2021. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: Frawley. Motion carried unanimously.
5. FY20/21 Salary Minimums – Bukovac is requesting an increase to the minimum salaries on the salary schedule for FY20/21. The packet contains information comparing IPPL starting salaries with other libraries. Bukovac noted that we try to keep the salaries in the middle range compared to other libraries particularly with the professional positions so we remain competitive. While we are competitive with other libraries, Bukovac suggested that next fiscal year we take a look at where we are competitively with other businesses in order to get good talent. The Board agreed that it's important to look at what the market is paying. The Board would like the Finance Committee to meet this fall to begin looking at salaries for 2021/22. Damon moved, Megaridis seconded to approve the Salary Minimums for FY20/21. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: Frawley. Motion carried unanimously.
6. Appoint Committee to Review Closed Session Minutes and Complete Secretary's Audit – Megaridis and Krupicka will be on the committee.

L. Meetings Scheduled

A special board meeting is scheduled for June 23 at 6:30 p.m.

M. Community Events - none

N. Library Events – none

O. Adjournment

At 7:55 p.m. Krupicka moved, Damon seconded to adjourn the meeting. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: Frawley. Motion carried unanimously.

Crystal Megaridis, Secretary