

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of May 12, 2020

**Board of Trustees Regular Meeting
May 12, 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 May 12, 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. May 12, 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: 861 4913 1977

Password: 154433

International numbers available: <https://us02web.zoom.us/j/86149131977>

A. Roll Call

President Suriano called the meeting to order at 6:30 p.m. 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: One call in listener

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. Marchese to Bukovac re: Darien Plan
2. Darien Transition Plan
3. Bukovac to Marchese re: Library's Plan
4. Marchese to Bukovac re: Response to Library's Plan

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, February 26, 2020
2. Minutes of Emergency Board Meeting, March 14, 2020
3. Building and Grounds Committee Meeting Minutes, March 2, 2020
4. Action on Bills/Additional Bills (February-April)
5. Ordinance #2020-2 Authorizing Public Library Non-Resident Cards
Krupicka moved, Megaridis seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Bukovac is very proud of the way staff has come together to do things in a new way during these challenging times of the COVID-19 pandemic. Our on-line chat is up and running, the telephone system has been rerouted to staff personal phones, and programming has been completely reconfigured. Our team used the library's 3D printer to create face mask headbands and chin straps for AMITA Health Medical Centers. The Foundation received \$557.00 in donations for our 3D materials. Bukovac will prepare an in-depth review of the library's finances for next month's meeting. The current fiscal year should end on a good note. DuPage County is allowing real estate tax payments to be deferred to September (doesn't apply to escrow accounts).

H. Reports

1. Treasurer's Report – backup in packet.

I. Unfinished Business - none

J. New Business

1. Providing for Return of Materials and Curbside Pick-Up – Bukovac said there is a need for curbside service. Our patrons are asking when they can return items and check-out materials. We have put a great deal of thought into developing protocols and procedures for providing these services in a safe manner. Bukovac has been monitoring directives and recommendations from the CDC, White House, OSHA, the governor, state and local agencies, RAILS, SWAN, and other libraries. The Board agreed that the plan outlined in the board packet was very complete and all precautions were in place. They agreed that our patrons deserve to have some services and felt the library can provide curbside services safely for both patrons and staff. Akhras moved, Damon seconded to start curbside delivery services on May 18. Ayes: Akhras, Damon, Frawley, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.
2. Staff Compensation – Bukovac provided a recap – at the March meeting the trustees voted to close the building until March 30 and that all staff would be paid for their normally scheduled hours during that time. They also authorized the board president and director to make decisions as to how to manage the situation as it developed. Due to the governor's orders the board president and director determined the library should remain closed and continue to pay all staff salaries. Staff was surveyed as to any concerns they may have as we begin to provide services from the building. Some staff expressed concern about coming back into the building and participating in our efforts to provide services from the building. Health and child care issues were also mentioned. The board agreed that the library can't pay staff for work they are not doing. Staff has to work the hours they are assigned in order

to get paid. Bukovac will talk to staff that are asking for accommodations and will look at what tasks they can do from home. Damon moved, Krupicka seconded that as of May 18 staff that cannot participate in curbside services will be paid for the number of hours they work. Ayes: Akhras, Damon, Frawley, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously. Damon moved, Krupicka seconded that as of May 31 all staff will be paid for the number of hours they work. Ayes: Akhras, Damon, Frawley, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.

3. Fines – All materials currently checked out are due June 3. Bukovac said that some area libraries are removing fines for the summer and two removed fines for good. The board discussed the issue. They felt if fines were eliminated there would be no incentive to return items in a timely manner for others who are waiting. They noted that items can be renewed on-line and items are free if returned on time. The Board agreed to start fines on June 4.
4. Non-Resident Cards – Once libraries closed SWAN changed all library card expiration dates including non-resident cards to July 2020. During this time IPPL and other libraries have offered a digital card that patrons could register for online. IPPL is letting anyone who lives in Darien, Willowbrook, and Burr Ridge sign up for this card with access to digital materials for 90 days. We have not had many register for this card. Discussion included whether to continue the digital card option and promoting a student digital card for summer. The question was raised “how far are we stretching our materials?” The board decided to table the discussion for now.
5. Authorize Library Director to Make Temporary Policy and Service Changes in Consultation with Board President in Order to Plan and Implement Transitions in Response to COVID-19 – Damon moved, Krupicka seconded to authorize the library director to make temporary policy and services changes in consultation with the board president in order to plan and implement transitions in response to COVID-19 through August 31, 2020. Ayes: Akhras, Damon, Frawley, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.
6. Budget – The State is not recommending any in-person meetings. The trustees agreed with Bukovac’s suggestion that we forego having a Finance Committee meeting and instead the budget will be reviewed by the whole board at the June meeting.
7. Renovation Update – Bukovac said that prior to the pandemic we were getting to the design phase of the renovation. The second week of April she asked the architects to stop working so the board could discuss the best way to move forward. The board agreed that we may now have different priorities and need to be thoughtful of what the future may be. We may want to phase the project. Bukovac will ask the architects to look at phasing and identify pieces that could be done earlier such as the drive-up window.

K. Adjournment

At 8:10 p.m. Krupicka moved, Damon seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Crystal Megaridis, Secretary