

**Minutes of the Regular Meeting of the Board of Trustees
of the Byron Public Library District
via Zoom**

<https://us02web.zoom.us/j/83735208311?pwd=ejRmR1pta2gzeFR2MTVNb2FvNVBHdz09>

May 13, 2020

The meeting was called to order at 4:08 p.m. by Mrs. Clubb. Board members present were Lavonne Berkeley, Elaine Breck, Barbara Clubb, David Conley, Jill Grennan, Susan O'Neil, and Rich Pleniewicz. Also attending was Emily Porter, Director, and Jeannine Hedges, Recording Secretary.

Absent Members: None

Visitors: Sharon Pleniewicz

Minutes:

Mrs. O'Neil made a motion to approve the Minutes of the Regular Meeting of April 8 and the Executive Committee Meeting of April 22, 2020 and the corrected April 22, 2020 Executive Committee Meeting Closed Minutes and the Finance Committee Meeting Minutes of April 29, 2020. The motion was seconded and approved 7-0.

Treasurer's Report and Monthly Bills:

Mrs. Porter discussed distributed written reports. Mrs. Porter noted there was no income. Mrs. Breck asked about Visa travel line item of \$1,716.45. Mrs. Porter expended that the fees included items such as parking pass reimbursement, flight and hotel for Public Library Association Conference in Tennessee. Mrs. Breck also asked about the JoAnn stores line item. Mrs. Porter clarified that this was for the Creative Bug app.

Bills:

Mrs. Porter discussed distributed written reports.

A motion to ratify the bills was made by Mrs. Berkeley and seconded. The motion was approved in a roll call vote initiated by Mrs. Clubb; 7-0: Mrs. Berkeley, yes; Mrs. Breck, yes; Mrs. Clubb, yes; Mr. Conley, yes; Mrs. Grennan, yes; Mrs. O'Neil, yes; and Mr. Pleniewicz, yes.

Librarian Report:

Mrs. Porter discussed distributed written reports. Mrs. Porter held a discussion our social media programing, noting that the teen baby yoda class which Heather created has gone somewhat viral in the library world. Mrs. Porter further discussed how statistics are gathered from views and engagements for passive programing as recommended by the ISL for the IPLAR. Reference phone calls will be counted as tutorials. Mrs. Porter stated that digital checkouts are 60% above the previous year. Wireless access points are being moved to the teen area which will free up the hotspots and allow the library to gather

Approved 6/10/2020 Recorded audio available upon FOIA request

statistics on parking lot WIFI usage.

Trustee Reports: None

Committee Reports:

- Finance: Mrs. Grennan reported from the April 29 meeting concerning the upcoming budget. Mrs. Grennan noted that publicity and travel and education will be down because printed program guides will not be used. Mrs. Porter noted there will be increased spending on AV.

Mrs. Porter will send out a corrected version of the Budget and Appropriation Ordinance to reflect the change in expenditures. Mrs. Grennan pointed out our special reserve funds plan and a lower rate increase for taxes from 4% to 3%. Mr. Conley asked about fines and fees line items. Mrs. Porter explained this was for the collection service.

- Operations Committee: None
- Executive Committee: Mrs. Clubb reported from the April 22 meeting. Mrs. Clubb explained that though the committee is extremely happy with the director's work, the committee decided to postpone any salary increase for six months. At that time, the director will have another evaluation with the possibility of a raise.
- Facilities Management: None

Unfinished Business:

None

New Business

- A discussion was held on the board meeting dates for the next fiscal year. Mr. Breck made a motion to adopt Ordinance 2020-2 listing the second Wednesday of the month at 4:00 p.m. as the regular board monthly meeting dates for FY 2020-21. The motion was seconded and approved by 7-0.
- A motion to defer the Director's Compensation for 6 months was made by the Executive Committee. The motion was approved in a roll call vote 7-0: Mrs. Berkeley, yes; Mrs. Breck, yes; Mrs. Clubb, yes; Mr. Conley, yes; Mrs. Grennan, yes; Mrs. O'Neil, yes; and Mr. Pleniewicz, yes.

- The Finance Committee made a motion to approve the FY21 Budget with the corrected amount of \$25,000 Stateline Technologies. The motion was approved in a roll call vote 7-0: Mrs. Berkeley, yes; Mrs. Breck, yes; Mrs. Clubb, yes; Mr. Conley, yes; Mrs. Grennan, yes; Mrs. O'Neil, yes; and Mr. Pleniewicz, yes.
- Mrs. Porter discussed updates to the Sexual Harassment Policy and Patron Behavior Policy as recommended by legal counsel to Three Rivers Public Library. Mr. Conley made a motion to approve the policy manual updates as written. The motion was seconded and approved 7-0.
- Mrs. Grennan made a motion to approve the Employee Handbook updates regarding sexual harassment and cannabis in the workplace. The motion was seconded and approved 7-0.
- Mrs. Porter discussed updates made to the original pandemic response procedure presented at the March Special Board Minutes. Mrs. Breck made a motion to approve the updated Pandemic Response Procedures as written. The motion was seconded and approved 7-0.
- Mrs. Porter discussed the new guidelines for a 7-day quarantine for returned items. Mrs. Porter further discussed a tentative reopening plan as submitted. Mrs. Porter stated that no libraries in Ogle County are doing curbside pickup at this time, however Rockford and Freeport began offering curbside services. Mrs. Porter recommended starting curbside June 1 when our region goes to Phase 2. Mrs. Porter suggested regular business hours for curbside, but with reduced staff.

Mrs. Breck made a motion to adopt the Reopening Plan with the Board determining the start dates to future phases at a later date. Further discussion was held by Mr. Conley clarifying the Director's request for direction concerning phases. Mr. Conley said he was comfortable doing phase 3 and 4 at the same time. Mrs. O'Neil suggested the possibility of scheduling appointments. Mrs. Porter explained that Phase 4 would only include access to computers and copiers. Staff would be required to retrieve material requests for patrons to limit collection exposure to the virus.

Mrs. Breck made a new motion to adopt Reopening plan Phase 2 as outlined effective June 1 allowing for curbside delivery; and when our region's county public health officials move to Phase 3, the library will move to Phase 4. The motion was amended to renaming the libraries Phases to Steps to avoid confusion. Steps 5 and 6 will to be determined at a later date.

The new motion adopting the reopening plan Step 2 as outlined effective June 1, allowing for curbside delivery in Step 2, and when Illinois' Region 1 move to Phase 3, the library will move to Steps 3 and 4. The motion was seconded and approved

in a roll call vote 7-0: Mrs. Berkeley, yes; Mrs. Breck, yes; Mrs. Clubb, yes; Mr. Conley, yes; Mrs. Grennan, yes; Mrs. O'Neil, yes; and Mr. Pleniewicz, yes.

Mrs. Berkeley made a motion to adjourn the meeting at 5:29 p.m. The motion was seconded approved 7-0.

Respectfully Submitted,
Jeannine Hedges
Recording Secretary