

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

<https://us02web.zoom.us/j/87878987586?pwd=anJdGpuSkxRNWRIYVBZWtZNVh3dz09Public>

July 8, 2020

Call to Order:

The meeting was called to order at 4:10 p.m. by Barbara Clubb. Board members present were Lavonne Berkeley, Elaine Breck, Barbara Clubb (participated in the meeting via telephone), David Conley, Jill Grennan and Susan O'Neil. Also attending was Emily Porter, Director and Beth Murbach, Recording Secretary.

Absent Members: None

Visitors: None

Approval of Minutes:

Mr. Conley made a motion to approve the Minutes of the Regular Meeting of June 10, 2020. The motion was seconded and approved 6-0. The motion was approved by a roll call vote initiated by Mrs. Clubb; 6-0. Mrs. Berkeley, yes; Mrs. Breck, yes; Mrs. Clubb, yes; Mr. Conley, yes; Mrs. Grennan, yes; and Mrs. O'Neil, yes.

Treasurer's Report and Monthly Bills:

Mrs. Porter discussed distributed written reports. Mrs. Porter explained that the health insurance costs would be different because of the retirement of Jeannine Hedges.

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; 6-0: Mrs. Berkeley, yes; Mrs. Breck, yes; Mrs. Clubb, yes; Mr. Conley, yes; Mrs. Grennan, yes; and Mrs. O'Neil, yes.

Librarian's Report:

Mrs. Porter discussed distributed written reports. Mrs. Porter shared that Nancy McKay received a grant for a full set of the 2020-2021 Abraham Lincoln award books. The program entitled "In the Margins" encourages teens to write in the margins of these specific books.

Mrs. Porter reported that our Summer Reading Club currently has 56 adults, 13 teens and 142 children registered.

Mrs. Porter stated that the library has offered many different crafts kits for all age levels. There has been much positive feedback about the craft kits.

Approved August 12, 2020

Mrs. Porter is working with Julie, Nancy and Kelly on the program attendance statistics during the pandemic. The library recently received the Illinois State Library's instructions on how to calculate virtual program statistics.

Trustee Reports: None

Committee Reports:

- Finance: None
- Operations Committee: None
- Executive Committee: None
- Facilities Management: None
- Strategic Planning Committee: None

Mrs. Porter stated that she would be setting up a Secretary's Audit meeting on Zoom with Mrs. Clubb and Mr. Conley for the Illinois Public Library Annual Report (IPLAR).

New Business

- Updated Reopening Plan: Mrs. Porter went over the suggested amendments to the reopening plan. It was the consensus of the Board that Mrs. Porter could make decisions about going forward or backwards on the reopening plan without board approval. Mrs. Porter stated that she is going to try to begin Step 5 on Monday, July 13, 2020. Mr. Conley asked that all references to "non-medical masks" be changed to "masks." After some discussion, it was decided that another change to Step 5 would be that the 1st floor and 2nd floor study rooms could be reserved by "one patron or one household". A motion to accept the Updated Reopening Plan with the aforementioned changes was made by Mrs. Breck and seconded. The motion was approved in a roll call vote initiated by Mrs. Clubb; 6-0: Mrs. Berkeley, yes; Mrs. Breck, yes; Mrs. Clubb, yes; Mr. Conley, yes; Mrs. Grennan, yes; and Mrs. O'Neil, yes.
- Updated FOIA Policy: Mrs. Porter reported that she updated the FOIA Policy. A motion to accept the Updated FOIA Policy was made by Jill Grennan and seconded. The motion was approved in a roll call vote initiated by Mrs. Clubb; 6-0: Mrs. Berkeley, yes; Mrs. Breck, yes; Mrs. Clubb, yes; Mr. Conley, yes; Mrs. Grennan, yes; and Mrs. O'Neil, yes.

Approved August 12, 2020

- Review draft of Budget and Appropriations Ordinance 2020-4: Mrs. Porter stated that she included some background information in the draft of the Budget and Appropriations Ordinance 2020-4. She shared that the Special Budget Hearing would take place on Wednesday, August 12, 2020 at 3:45 p.m.
- Create \$150,000 CD for FY20 Special Reserve Fund: Emily Porter went over the unspent FY2019-2020 funds. A motion to create a \$150,000 CD for the Special Reserve Fund was made by Mrs. Berkley and seconded. The motion was approved in a roll call vote initiated by Mrs. Clubb; 6-0: Mrs. Berkeley, yes; Mrs. Breck, yes; Mrs. Clubb, yes; Mr. Conley, yes; Mrs. Grennan, yes; and Mrs. O'Neil, yes.

Mrs. Breck suggested that a Strategic Planning Meeting be put on hold until after the pandemic. The board was in agreement.

- Trustee vacancy: Mrs. Porter asked if board members had any suggestions on who might replace Mr. Pleniewicz's on the board due to Mr. Pleniewicz's resignation last month. After some discussion, the Board instructed Mrs. Porter to reach out to Sean Hosseini and Robert Freedlund to see if either person was interested. Mrs. Porter said she would contact them, ask them fill out the application for candidacy and invite them to our next Board Meeting on August 12, 2020 via Zoom.

Unfinished Business:

None

Adjournment:

Mrs. O'Neil made a motion to adjourn the meeting at 5:12 p.m. The motion was seconded. The motion was approved in a roll call vote initiated by Mrs. Clubb; 6-0: Mrs. Berkeley, yes; Mrs. Breck, yes; Mrs. Clubb, yes; Mr. Conley, yes; Mrs. Grennan, yes; and Mrs. O'Neil, yes.

Respectfully Submitted,
Beth Murbach
Recording Secretary

Approved August 12, 2020