

**Library Board of Trustees
Minutes of Meeting
Online Meeting Held via Zoom Webinar
May 6, 2020**

1. The meeting was called to order at 5:30 p.m. by President Lansford.
2. Members attending webinar: Maryka Baraka, Katie Blakeman, Trisha Crowley, Michael La Due, Charles Lansford, Rajeev Malik, Minnie Pearson, Craig Rost, and Greg Stock

Members absent: None

Library staff attending webinar: Donna Pittman, Amy Al-Shabibi, Jill Bouvet, Nanette Donohue, Tricia Duzan, Kristina Hoerner, Debbie Keith, Brittany Michaels, Mike Rogalla, and Evelyn Shapiro

Visitors present: Kathryn Cataldo, *Assistant City Attorney* and Natalie Frankenberg, *League of Women Voters*

3. Approve the Agenda:
 - MOTION by Crowley to approve the agenda as presented; seconded by La Due. All: Aye.
4. Approve the Minutes:
 - a. Regular Meeting Minutes, February 19, 2020
 - MOTION by Malik to approve the Regular Meeting minutes of February 19 as presented; seconded by La Due. All: Aye.
5. Public Comment Rules: Proposed Rule Change:
 - a. Lansford read the Temporary Rules for the Conduct of Library Board of Trustee Meetings and Public Participation for the duration of the COVID-19 pandemic and noted that comments may be sent in advance of and during the meeting including the name of the commenter and city of residence to: comments@chamapign.org.
 - MOTION by Pearson to approve the rule change as presented; seconded by La Due. All: Aye.
 - b. Director's Report:
 - Pittman stated that everyone has asked when the library would reopen. It will depend on a number of things including guidance from the CU Public Health Department and further order from the Governor. In the meantime, we hope to offer curbside pickup service and coordinate with Urbana Free Library so both libraries would offer the service at the same time.

Kathryn Cataldo, Assistant City Attorney, indicated the Library Board must approve a resolution declaring the library as an essential city Service and approve curbside pickup service.

- Lansford would like to schedule a special board meeting on Wednesday, May 13 at 5:30 p.m. to take action on the resolution. The Urbana Free Library Board will meet on Tuesday, May 12 to consider a similar resolution.
- Pittman reported she is working on details for customers to return materials since the book drop has been shut down since the library closed on March 16. We are waiting on results of a study by the Institute of Museum and Library Services to determine how long library materials need to be quarantined for COVID-19. It will probably be after we start curbside service but before reopening the building. There will be no penalties for not returning items by their due date.
- While the library has been closed, staff has offered services by email and by chat. They have logged 5,000 hours of remote work since closing on March 16. Pittman thanked the cooperation of the staff and leadership of the management team who have remained positive and helped when needed. Staff have monitored live chat, email reference, held online workshops, added more eBooks and online resources to the collection. Limits were extended on Kanopy and Hoopla streaming. Teen Librarian Kathie Kading initiated a partnership with Franklin STEAM Academy for the Champaign Creative Colab.
- Staff has attended numerous online trainings, as well as ordering and cataloging new materials. We have been in contact with the public via newsletters, email, and social media.
- Maintenance staff has been cleaning the building, handling deliveries, and mowing. They also added new shelving at Douglass Branch.
- Moving forward, we plan to offer more online programming and have cancelled all programs and meeting room reservations through the end of June and will likely be for the rest of the summer due to social distancing. Staff have been contacting authors and performers to reschedule as many programs as possible.
- Millington was introduced to discuss an overview of plans to reopen the library. She reported that staff will have the appropriate supplies to maintain a safe work environment including acrylic shields for all service desks and masks for staff. Furniture has been moved six feet apart at both locations, while insuring we have the appropriate distance throughout the buildings. Managers are reviewing department schedules and adjusting schedules. Staff are being educated on new Federal Leave policies in the event a staff member or family member becomes ill or has childcare issues. Managers are reviewing cleanliness with staff who will be asked to wash hands before and after desk shifts and utilize hand sanitizer during shifts, asked to wipe elevator buttons, handrails, keyboards, and work stations. Multiple locations of hand sanitizer will be on each floor. Staff will have teleconference and video conference meetings internally and public health recommendations will be followed.

6. FY2020/2021 Proposed Library Budget and FY2019/20 Proposed Revised Budget:

- Hoerner indicated that no public comments were submitted for this item.
- Keith was introduced to review each budget.

- MOTION by La Due to approve the FY2020/2021 Proposed Library Budget and FY2019/20 Proposed Revised Budget as presented; seconded by Malik. All: Aye.

7. FY2020/2021 Proposed Personnel Complement:

- Hoerner indicated that no public comments were submitted for this item.
- Pittman explained that the Personnel Complement is provided to the City each year as part of the library's budget proposal. This year there are 77.125 FTE staffing and 5.35 FTE vacant positions will remain vacant.
- MOTION by Malik to approve the FY2020/2021 Proposed Personnel Complement as presented; seconded by Crowley. All: Aye.

8. FY2020/2021 Proposed Salary Schedule L:

- Hoerner indicated that no public comments were submitted for this item.
- Pittman stated there are no changes to the proposed library's Salary Schedule L except the increases of the Page positions which increased from \$9.25 to \$11.00 per hour to meet the state minimum wage requirements.
- MOTION by Crowley to approve the FY2020/21 Proposed Salary Schedule L as presented; seconded by Malik. All: Aye.

9. Rules of Conduct Proposed Changes:

- Pittman reported that in an effort to ensure that the library is able to enforce the wearing of face coverings by visitors and enforce any other practices, such as social distancing, required by law or executive order, the following additions to the Rules of Conduct for Library Users are proposed:
 1. Prohibiting behavior that endangers public health, in addition to public safety, in Rule #1.
 2. Adding a new rule which states that due to the COVID-19 pandemic, the wearing of face coverings may be required of all visitors, except for those under age 2 and those who cannot medically tolerate masks.
- Pittman consulted Assistant City Attorney Kathryn Cataldo and this is wording she recommended.
- MOTION by Rost to approve the changes to the Rules of Conduct for Library Users as presented; seconded by Malik. All: Aye.

10. Financial Reports:

a. Approve "Check Register" and "Handwritten Checks" for Feb and March 2020:

- MOTION by Blakeman to file all expenditures as presented; seconded by La Due. All: Aye.

b. 2019/20 Financial Statements:

- Keith indicated that fees are down slightly because the library has been closed since March 16.
- MOTION by Rost to accept all financials as presented; seconded by Crowley. All: Aye.

11. Comments from the Public:

- None.

12. Comments from the Board:

- Discussion followed on the plan for curbside pickup service including when it might begin, process to provide the service, and where the items will be placed in customer's vehicles.
- Rost complimented Pittman and library staff on the fantastic job keeping people safe and keeping staff productive.
- Lansford also thanked Pittman and staff noting it is good to see the library shine in these times.
- Baraka stated she is impressed with emails, social media, and all the work library and staff has been doing.

13. Adjournment:

- The meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Charles Lansford, President

Michael La Due, Secretary

Jill Bouvet, Recorder