

**Library Board of Trustees
Minutes of Meeting
Online Meeting Held via Zoom Webinar
June 17, 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, Kristina Hoerner, Debbie Keith, Brittany Millington, and Nanette Donohue

Visitors attending via webinar: Kathryn Cataldo, *Assistant City Attorney*; Natalie Frankenberg, *League of Women Voters*; and an anonymous audience member

3. Approve the Agenda:

- MOTION by Malik to approve the agenda as presented; seconded by Pearson. Roll call vote: Ms. Baraka, Ms. Blakeman, Ms. Crowley, Mr. La Due, Mr. Lansford, Mr. Malik, Ms. Pearson, Mr. Rost, and Mr. Stock. All: Aye.

4. Approve the Minutes:

- a. Regular Meeting Minutes, May 6, 2020
- b. Special Meeting Minutes, May 13, 2020
 - MOTION by Crowley to approve the Regular Meeting minutes of May 6, 2020 as presented; seconded by Malik. Roll call vote: Ms. Baraka, Ms. Blakeman, Ms. Crowley, Mr. La Due, Mr. Lansford, Mr. Malik, Ms. Pearson, Mr. Rost, and Mr. Stock. All: Aye.
 - MOTION by La Due to approve the Special Meeting minutes of May 13, 2020 as presented; seconded by Pearson. Roll call vote: Ms. Baraka, Ms. Blakeman, Ms. Crowley, Mr. La Due, Mr. Lansford, Mr. Malik, Ms. Pearson, Mr. Rost, and Mr. Stock. All: Aye.

5. Director's Report

- Pittman reported that we are ready to open both locations on June 26 and explained the accommodations made for social distancing for the public and staff. Pittman stated that we will require visitors to wear masks and will offer people a mask if they do not have one. If a person tells us they cannot medically tolerate a mask, we have to accept that.

- Pittman noted that meeting room reservations will not be available until after September 7. New capacity limitations have been posted on our website for each room. All in-person programming is cancelled until September 7. In order to offer more online programming, a videographer has been hired to film storytimes, including Mother Goose, and introductions to some online programs for adults.

6. Fine-Free Libraries (Report) (Nanette Donohue, Technical Services Manager):

- Pittman introduced Donohue to provide an overview on what is happening in libraries across the country and in Illinois regarding the fine-free trend. Pittman will bring a fine-free policy proposal to the Board in July.
- Donohue shared information about why many libraries have decided to go fine-free and the reasons they have done this, including removing financial barriers to library use, and providing a more positive customer experience.
- Pittman commented that if there was ever a time to eliminate overdue fines, it is now due to the economic fallout of COVID-19 for community members. We have not been collecting fines for several months and our reliance on those revenues have decreased each year.
- After discussion, the consensus of the Board was positive. This item will be brought back for a decision in July.

7. FY2021 ILLINET/OCLC Services Program Agreement:

- Hoerner stated there were no public comments received on this item.
- Pittman explained this is a standard agreement that provides cataloging records and other services we have to have. The annual cost is \$20,719.00.
- MOTION by Malik to approve the FY2021 ILLINET/OCLC Services Program Agreement as presented; seconded by Baraka. Roll call vote: Ms. Baraka, Ms. Blakeman, Ms. Crowley, Mr. La Due, Mr. Lansford, Mr. Malik, Ms. Pearson, Mr. Rost, and Mr. Stock. All: Aye.

8. Service to Non-Residents:

- Hoerner stated there were no public comments received on this item.
- Pittman explained that this is an annual item for the Board to approve.
- MOTION by Malik to approve the Service to Non-Residents as presented; seconded by Pearson. Roll call vote: Ms. Baraka, Ms. Blakeman, Ms. Crowley, Mr. La Due, Mr. Lansford, Mr. Malik, Ms. Pearson, Mr. Rost, and Mr. Stock. All: Aye.

9. FY2020/21 Regular Library Board Meeting Schedule:

- MOTION by La Due to approve the FY2020/21 Regular Library Board Meeting Schedule as presented; seconded by Malik. Roll call vote: Ms. Baraka, Ms. Blakeman, Ms. Crowley, Mr. La Due, Mr. Lansford, Mr. Malik, Ms. Pearson, Mr. Rost, and Mr. Stock. All: Aye.

10. Financial Reports:

a. Approve “Check Register” and “Handwritten Checks” for April and May 2020:

- MOTION by Rost to file all expenditures as presented; seconded by Pearson. Roll call vote: Ms. Baraka, Ms. Blakeman, Ms. Crowley, Mr. La Due, Mr. Lansford, Mr. Malik, Ms. Pearson, Mr. Rost, and Mr. Stock. All: Aye.

b. 2019/20 Financial Statements:

- MOTION by Malik to accept all financials as presented; seconded by Rost. Roll call vote: Ms. Baraka, Ms. Blakeman, Ms. Crowley, Mr. La Due, Mr. Lansford, Mr. Malik, Ms. Pearson, Mr. Rost, and Mr. Stock. All: Aye.

11. Comments from the Audience:

- Hoerner stated there were no public comments received.

12. Comments from the Board:

- Lansford commented that during this time of great transition, stress and change, the library has functioned very well. The curbside delivery is magnificent and he has not heard any bad comments from the public. Staff has stepped up nicely and we are seeing a good response. Thank you to the staff and directors.
- Baraka has heard positive comments and people miss the library.
- Malik agreed with Baraka.
- Blakeman has attended webinars and said they were excellent and a valuable service which she hopes will continue.
- Pearson asked how custodial staff will clean the building during times when people are present.
- Pittman explained that we have a plan. Staff will be cleaning all touch screens after each use, cleaning computer equipment after use and wiping down tables when people leave. We have equipment that sanitizes large areas at a time and plan to clean high touch areas constantly. We have supplies and checklists for staff. Maintenance staff will also clean when the building is closed.
- Baraka asked if regular hours will resume and if staff have concerns.
- Pittman stated we will reopen with normal hours. Managers have been working with their staff to address concerns. In general, staff are excited about being back in the building. We have a few staff with conditions that prevent them from coming back right away.
- Lansford mentioned upcoming meetings and it was decided that the July 2020 meeting will be virtual.

13. Closed Session: Evaluation of Library Director:

- MOTION by Crowley to enter into a closed session for “(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity” or (2) Collective negotiating matters between the public body and its employees or their representatives or deliberations concerning salary schedules for one or more classes of employees,” as authorized by 5 ILCS 120/2(c)(1) and 5 ILCA 120/2(c)(2), seconded by Pearson. All: Aye.
- The Board entered closed session at 6:33 p.m.
- Roll call vote was obtained.
- The Board discussed Pittman’s evaluation.
- MOTION by Crowley to return to open session, seconded by Malik. All: Aye.
- The Board returned to open session at 6:50 p.m.

14. Next Meetings or Events:

- Regular Meeting, July 15, 2020, 5:30 p.m., Virtual Meeting
- Regular Meeting, August 19, 2020, 5:30 p.m., Burnham 3rd Floor Conf. Room, Main Library
- Regular Meeting, September 16, 2020, 5:30 p.m., Douglass Branch Library

15. Adjournment:

- The meeting was adjourned at 6:50 p.m.

Respectfully submitted,

Charles Lansford, President

Michael La Due, Secretary

Jill Bouvet, Recorder