

**Library Board of Trustees
Minutes of Meeting
Online Meeting Held via Zoom
August 19, 2020**

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

Members absent: Minnie Pearson

Library staff present: Donna Pittman, Amy Al-Shabibi, Jill Bouvet, Tricia Duzan, Kristina Hoerner, Debbie Keith, Brittany Millington, and Brandon Stokes

Visitors present: Kathryn Cataldo and Natalie Frankenberg
3. Approve the Agenda:
 - MOTION by Stock to approve the agenda as presented; seconded by Malik. Roll call vote was obtained. All: Aye.
4. Approve the Minutes:
 - a. Regular Meeting Minutes, July 15, 2020
 - Hoerner stated there were no comments.
 - MOTION by Rost to approve the Regular Meeting minutes of July 15, 2020 as presented; seconded by Malik. Roll call vote was obtained. All: Aye.
 - b. Special Meeting Minutes, July 29, 2020
 - Hoerner stated there were no comments.
 - MOTION by Crowley to approve the Special Meeting Minutes of July 29, 2020 as presented; seconded by Rost. Roll call vote was obtained. All: Aye.
5. Director's Report:
 - a. Table Reservation System:
 - Pittman reported that beginning Monday, August 24, customers can reserve a table or study room on the second floor for up to two hours per day. This will help to maintain capacity limits.

b. Strategic Plan Progress Report:

- Pittman reported completion of several objectives including wifi expansion to the parking lot, storytime videos by Children’s librarians available on the website, expanded curbside delivery, and book bundles for children and teens.

c. Library Use Statistics:

- Pittman noted an updated format for the statistics report for the duration of the pandemic.

6. Temporary Policy Changes Due to COVID-19:

a. Rules of Conduct: Temporary changes were made during the COVID-19 pandemic:

- Hoerner stated there were no comments for this item.
1. Rule #2: Keep “Require face coverings by all visitors except for those under age 2”. Remove “and those who cannot medically tolerate masks.” We will offer anyone who cannot wear a mask the alternative services of curbside delivery and check out of a hotspot and/or laptop for home use.
 2. Rule #9: Keep “Parents or legal guardians are responsible for the behavior of their children while they are on library property”. Remove “Children under the age of eight must be attended by a parent or other responsible caregiver in seventh grade or higher at all times while on library property.” This is superseded by Rule #2 “Children age 15 or under must be accompanied and supervised by an adult, age 18 or older, while visiting the Main Library, beginning on August 24, 2020” until our region enters Phase 5 of the Restore Illinois Plan.
- MOTION by Malik to approve the temporary Rules of Conduct changes with an addition to Rule #2: “until Region 6 enters Phase 5 of the Restore Illinois Plan”, seconded by La Due. Roll call vote was obtained. All: Aye.

b. Meeting Room Policy:

- Hoerner stated there were no comments for this item.
- Pittman recommended the following temporary changes due to COVID-19:
 - Meeting room reservations are taken only by phone at 217-403-2070.
 - Meeting rooms can be reserved from September 7, 2020 through December 31, 2020.
 - Meeting rooms can be reserved for two hours per day per group.
 - Robeson Pavilion rooms A and B are not available for reservation separately.
 - Robeson Pavilion rooms A/B and C will be set up in board style only.
 - Furniture may not be moved in the meeting rooms.
 - Food preparation and catering is not permitted.
 - The wearing of masks and social distancing will be required for all groups.
 - New capacity limits due to social distancing for each room.

- MOTION by La Due to approve the temporary Meeting Room Policy changes due to COVID-19 as presented; seconded by Baraka. Roll call vote was obtained. All: Aye.

7. FY2019/20 IPLAR (Illinois Public Library Annual Report):

- Hoerner stated there were no comments for this item.
- MOTION by Rost to approve the annual report as presented; seconded by Blakeman. Roll call vote was obtained. All: Aye.

8. Proposed Revised FY2020/21 Budget:

- Hoerner noted there were no comments on this item.
- Keith reported for the year ending June 30, 2020, expenditures were under budget by \$108,000.
- The Library's Capital Fund ended FY2019/20 with \$89,800 in surplus funds from projects deferred until FY2020/21. The FY2020/21 proposed revised Capital Budget includes re-allocation of those funds to complete projects scheduled in FY2019/20. The Library conveyor system upgrade scheduled for FY21 and budgeted to be paid with funds from the Library Improvement Fund is re-budgeted as a revenue and expenditure in the Library's Capital Fund. The net difference is an increase in the ending fund balance of \$7,600.
- The FY2020/21 proposed revised budget will be included with the proposed budget revisions to the City's budget presented to the City Council this fall.
- MOTION by Rost to approve the FY2020/21 Revised Budget as presented; seconded by Malik. Roll call vote was obtained. All: Aye.

9. Financial Reports:

- Hoerner indicated that there were no comments for this item.
 - a. Approve "Check Register" and "Handwritten Checks" for July 2020:
 - MOTION by Malik to file all expenditures as presented; seconded by La Due. Roll call vote was obtained. All: Aye.
 - b. 2020/21 Financial Statements:
 - MOTION by Rost to accept all financials as presented; seconded by Baraka. Roll call vote was obtained. All: Aye.

10. Correspondence and Communications:

- None.

11. Comments from the Audience:

- Hoerner stated there were no public comments.

12. Comments from the Board:

- Rost stated that the information Pittman provides to the Board is very thorough and he appreciates the professional documentation they are receiving.
- Baraka concurred and asked Pittman to share library usage and if there are any issues.
- Pittman reported most customers come in to check out materials and use computers. The library has been able to naturally maintain recommended capacity through limited seating. Library visits are at approximately half of pre-pandemic visits. The average is currently 1,100 people per day.

13. Next Meetings or Events:

- Regular Meeting, October 21, 2020, 5:30 p.m., via Zoom Webinar
- Regular Meeting, November 18, 2020, 5:30 p.m., via Zoom Webinar
- December 2020 – No meeting

14. Adjournment:

- The meeting was adjourned at 6:11 p.m. Roll call vote was obtained. All: Aye.

Respectfully submitted,

Charles Lansford, President

Michael La Due, Secretary

Jill Bouvet, Recorder