

Bensenville Community Public Library Board Meeting

Meeting Minutes

April 27, 2020

The Board of Trustees of the Bensenville Community Public Library District held a Regular Meeting on Monday April 27, 2020. Linda Weiss, President, called the meeting to order at 7:34 pm.

Trustees Present: - On Conference call: Linda Weiss, Mandi Zalewski, Tina Lux, Kathy Quinn, Susan Earley, Jim Ricker

Trustees Absent: Carlos Aviles

The Chair verified the existence of a quorum.

Also Present: David Sieffert, Sue Feddersen, Tekolya Brown, Chris Sloan, Sophia Welsh, Samantha Parkison

HEARING OF DELEGATIONS:

None

APPROVAL OF MINUTES:

MOTION: Zalewski moved to approve the minutes of the March 23, 2020 Regular Meeting. Seconded by Quinn.

Roll Call:

Aye: Zalewski, Quinn, Ricker, Earley, Lux, Weiss

Nay: None

Absent: Aviles

Abstain: None

APPROVAL OF CHECK LISTING:

MOTION: Earley moved to approve checks for April 2020 for a total amount of \$130,764.52 Seconded by Quinn.

Roll Call:

Aye: Zalewski, Quinn, Ricker, Earley, Lux, Weiss

Nay: None

Absent: Aviles
Abstain: None

DISCUSSION:

MOVING OF REGULARLY SCHEDULED BOARD MEETING:

The regular May meeting falls on May 25, 2020, which is Memorial Day.

The meeting date will move to Monday May 18, 2020 at 7:30 p.m. Trustees also discussed permanent move of the May meeting.

MOTION: Lux moved to approve moving regularly scheduled May 25, 2020 Board Meeting to May 18, 2020 at 7:30pm. Seconded by Ricker.

Roll Call:

Aye: Zalewski, Quinn, Ricker, Earley, Lux, Weiss
Nay: None
Absent: Aviles
Abstain: None

APPROVAL OF BENSENVILLE COMMUNITY PUBLIC LIBRARY PHASED RE-OPENING PLAN:

MOTION: Earley moved to approve Approval of Bensenville Public Library Phased Re-Opening Plan Seconded by Zalewski.

Roll Call:

Aye: Zalewski, Quinn, Ricker, Earley, Lux, Weiss
Nay: None
Absent: Aviles
Abstain: None

- Sieffert has outlined a dynamic plan that is adaptable as things change.
- Administrative staff is tentatively scheduled to return to the building on May 18, 2020 to prepare for soft opening on June 5, 2020.
- Staff will start quarantining returned materials, put new signage in place.
- Sieffert purchased gloves and masks for staff, and a prepaid cell phone for curbside pickup only. He also purchased plexi-glass with Rieke Office Interiors in Elgin for public service desks.

- New cleaning company that also services District 2 will start once library re-opens. The library will be added to the contract.
- Sieffert still reviewing curb side pickup service; will follow suggestions from SWAN.
- Sieffert discussed possible furlough of positions.

COVID-19 UPDATE AND DISCUSSION:

- Sieffert discussed possible furloughing of part-time positions that do not have any or much work availability at home. Regardless of the possibility of furlough, part-time employees will likely see a reduction in hours when the Library reopens.
- Positions that would possibly be included in furlough would include shelvers, and computer monitors. If furloughed employees could be eligible for unemployment, which will raise cost of unemployment insurance cost. In addition, an employee could seek employment elsewhere and then there would be costs to hire and train new employee.
- Discussed employees carrying over vacation days so they do not lose them, and possible bonus day or days for staff that have been going above and beyond during this time.
- Trustees discussed alternatives to furloughing part-time positions. Will table topic and re-visit during May meeting.

ELECTION OF OFFICERS:

- Will take place as usual during May meeting.

COMMITTEE MEETING OF WHOLE:

- Meeting will be held in May.
- Sieffert will make a date selection after getting trustees schedule.

COVID-19 OPERATIONS:

- Sloan has put in many late hours editing video and getting them published. Staff have been taping videos and content

PROPERTY TAX:

- Property taxes make the majority of library's revenue. Expect to receive June and September disbursements as usual, but the need to remain conservative in anticipation of a reduction of tax dollars at some point down the road. Sieffert suggested that we should look to the recession of 2008\2009 to see what these implications might look like.

INFORMATION:

AFFILIATIONS:

BIG:

- Members did not meet

BENSENVILLE COMMUNITY FOUNDATION:

- Members did not meet

RAILS/SWAN:

- Update meetings every Tuesday morning with 300-400 attendees. Online library card registration rollout was successful. Extended checkout periods have been implemented across the consortium.

LIBRARY STAFF:

LIBRARY PROGRAMS AND SERVICES:

- Trustees are enjoying the online presence of the library on all the social networks.

Circulation/Technical Services Update:

- Feddersen received 27 requests for seeds and will mail.
 - Ceaser has been processing newspaper and magazines.
 - Staff have been watching customer service webinars.
 - When library re-opens, staff will need to organize and quarantine materials. There are close to 4,500 total items checked out.
 - Ordering will be different and will need to order more popular fiction, and no inter-library loans.
-

Youth Services Update:

- All Youth Services staff have been contributing to video content. There is new content daily. They have also been attending webinars.
- Discussed Summer Reading. It will look different this year. Staff is brainstorming programs that will not require large groups of people, possibly live stream.
- Summer Lunches will also look different and need to be adapted.

Adult Services Update:

- Staff also attending webinars.
- Working on ordering, prepping.
- Stephens holding online book discussions.
- Carapia has worked on translating content as well as online book discussions with books in the public domain.

Marketing Update:

- Parkison has been posting twice per day on Facebook, Twitter, and Instagram. It takes around an hour to complete from upload to final thumbnail.
- She has been collaborating with Sloan taking raw video editing and posing content. There is enough content for the next three weeks planned.
- Updates library website with community content and resources. Pulling content that is no longer relevant due to current situation.

COMMUNITY EVENTS:

- None

ADJOURNMENT:

MOTION: Quinn moved to adjourn the meeting at 8:37p.m. Seconded by Earley and carried unanimously.

Roll Call:

Roll Call:

Aye: Zalewski, Quinn, Ricker, Earley, Lux, Weiss

Nay: None

Absent: Aviles
Abstain: None

Tina Lux, Secretary