

Bensenville Community Public Library Board Meeting

Meeting Minutes

May 18, 2020

CALL TO ORDER:

The Board of Trustees of the Bensenville Community Public Library District held a Regular Meeting on Monday May 18, 2020. The meeting was called to order at 7:34 pm by Linda Weiss, President.

Trustees Present: Linda Weiss, Mandi Zalewski, Tina Lux, Jim Ricker, Carlos Aviles

Trustees Absent: Susan Earley, Kathy Quinn

The Chair verified the existence of a quorum.

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

HEARING OF DELEGATIONS:

None

Quinn joined 7:35pm

ELECTION OF OFFICERS:

PRESIDENT: Ricker nominated Weiss for President, seconded by Zalewski. Weiss was elected President unanimously.

Roll Call:

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

Nay: None

Absent: Earley

VICE PRESIDENT: Quinn nominated Quinn for Vice-President, seconded by Aviles. Quinn was elected Vice-President unanimously.

Roll Call:

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

Nay: None
Absent: Earley

TREASURER: Zalewski nominated Earley for Treasurer, seconded by Quinn. Earley was elected Treasurer unanimously.

Roll Call:

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

SECRETARY: Zalewski nominated Lux for Secretary, seconded by Ricker. Lux was elected Treasurer unanimously.

Roll Call:

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

APPROVAL OF MINUTES:

MOTION: Zalewski moved to approve the minutes of the April 27, 2020 Regular Meeting. Seconded by Ricker

Roll Call:

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

APPROVAL OF CHECK LISTING:

MOTION: Lux moved to approve checks for a total amount of \$153,355.82 May 31, 2020 Seconded by Zalewski.

Roll Call:

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

The Chair directed the Treasurer's Report for the month of April 27, 2020 be filed for audit.

Motion approved and carried unanimously.

DISCUSSION:

REVISED COVID-19 OPERATIONS PLAN:

- Curbside pick-up will start June 2, 2020
- Library will stay closed to public
- Will modify to align with Restore Illinois plan, Phase 4
- Library is well stocked on PPE supplies has standing orders for sanitizing stations.
- ABM new Cleaning Company has resources to get more cleaning supplies.

BEGINNING OF CURBSIDE PICK-UP JUNE 2, 2020:

- Time is Monday through Thursday, 10am to 8pm and Friday 10am to - 4pm
- Patrons will receive call that item is ready to be picked up. Materials will be in paper bag.
- Parking lot is re-striped with signage. Two spots designated for curbside pick-up only.
- Staff will make a video to promote service, but also to inform patrons how curbside pick-up works.
- Only pick-up service accepted. Patrons may not return any materials directly to staff; however, the book-drop will be open for returns.

LONG-TERM LIBRARY SERVICES:

- Library has shifted to a digital program guide for July and August. It will be available by the end of June.
- Staff will work to set up onsite studio for video programs moving forward.

STAFFING DURING JUNE, JULY 2020:

- All staff will be paid for regular worked hours through the month of May 2020.
- Beginning in June 2020, staff will be paid for hours worked. This means that there will be a reduction of hours for some part-time staff.
- There will be some at-home work hours available for part-time employees. Hours worked at home must be coordinated by supervisors

and staff will be responsible for submitting a weekly log of work that has been completed at home.

- Some staff will be furloughed during the month of June, but the hope is that they will be able to return to work in July.
- There will be a 10 person limit for people in the building during this time.

COMMITTEE OF THE WHOLE AGENDA:

- Scheduled for May 27, 2020 at 7:00 pm, scheduled via Zoom. This meeting will replace the personnel, finance, and annual goals meetings, but the agenda will contain the same items.
- Sieffert discussed that the materials that he submits for his annual review may too be a little different than they have in year's past. He will submit all materials prior to the meeting and encourages Trustees to follow-up if they feel like there is anything missing. Sieffert is happy to provide additional supporting materials as requested.

AFFILIATIONS:

BIG- None

BENSENVILLE COMMUNITY FOUNDATION- None

RAILS/SWAN-

- Meets every Tuesday morning via a member-wide online meeting. There is much discussion about how SWAN is assisting during this time. Also allows for libraries to share their individual plans and collaborate on different projects.
- Explained over 46,000 items were in transit prior to lockdown and are in storage. They may disburse to home libraries soon.
- Delivery service will not resume until further notice.
- Advised that returned materials should be quarantined for 5 days.

Library Programs and Services:

Adult Services Update:

- Seed library is wildly successful with over 500 packets of seeds mailed out to the patrons in the community at no cost.

- Adult coloring and crafts has been taking place monthly via an online webpage that contains curated coloring sheets and a playlist of music.
- Re-envisioning programs in digital format takes some time, but staff is confident that they will be able to put together programs that will be of interest to patrons.
- For instance, Elizabeth Morris, Digitization Librarian, will present introduction to Illinois Digital Archives and genealogy program

Youth Services Update:

- Story times and family night programs on running consistently, which great feedback from patrons and families.
- Preparing for Summer Reading, which will take place in a new online format this year. Prizes and t-shirts will still be available to those who participate. Great opportunity to engage a new audience who might not traditionally participate in summer reading.

COMMUNITY INFORMATION:

ADJOURNMENT:

MOTION: Ricker moved to adjourn the meeting at 8:33p.m. Seconded by Quinn and carried unanimously.

Roll Call:

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

Nay: None

Absent: Earley

Tina Lux, Secretary