

Bensenville Community Public Library Board Meeting

Meeting Minutes

June 2020

CALL TO ORDER:

The Board of Trustees of the Bensenville Community Public Library District held a Regular Meeting on Monday June 22, 2020. The meeting was called to order at 7:31 pm by Linda-Weiss, President.

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

Trustees Absent: Carlos Aviles

The Chair verified the existence of a quorum.

Also Present: David Sieffert, Sue Feddersen, Sophie Welsh, Tekolya Brown

HEARING OF DELEGATIONS:

None

APPROVAL OF MINUTES:

MOTION: Ricker moved to approve the minutes of the May 18, 2020 Regular Meeting. Seconded by Zalewski

Roll Call:

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

Nay: None

Absent: Aviles

Abstain: Earley

APPROVAL OF CHECK LISTING:

MOTION: Earley moved to approve checks for a total amount of 139,372.18 Seconded by Quinn.

Roll Call:

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

Nay: None
Absent: Aviles

The Chair directed the Treasurer's Report for the month of May 18, 2020 be filed for audit.

Motion approved and carried unanimously.

Technical issues, Quinn, no longer on Zoom call

RESOLUTION NO.986-20, AMENDED BUDGET FOR 2020-2021:

MOTION: Ricker moved to approve Resolution No. 986-20 Amended Budget for 2020-2021 Seconded by Earley.

Roll Call:

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

ORDINANCE NO. 994-20 PREVAILING WAGE LAW ORDINANCE:

MOTION: Ricker moved to approve Ordinance No. 994-20 Prevailing Wage Law Seconded by Earley.

Roll Call:

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

APPROVAL OF COVID-19 VACATION ROLLOVER PROVISION:

In light of COVID-19, the Bensenville Community Public Library recognizes that special accommodations need to be made with regards to staff earned vacations day. As such, the Board of Trustees of the Bensenville Community Public Library approves the following provisions for vacation days earned during July 2019- December 2020.

Option A:

At their given rollover date (generally, an employee's date of hire), employees will be allowed to roll over any expiring vacation days for use during fiscal year 2020-2021. In order to maintain a continuity of service, employees who chose this option will be asked to not take off more than 10 workdays at any given time without special written approval of their supervisor and the Library Director. If this option is chosen, option B does not apply. At the end of fiscal year 2020-2021, days leftover will be eligible for roll over or expiration per the normal written policy.

Option B:

At their given rollover date, employees carrying a balance of days beyond 5, will be eligible to be paid for up to 10 days at 100% of their value. Employees who ask for a payment for expiring vacation days must carry over 5 days per the normal written rollover policy. For instance, if an employee has 15 expiring days, they must carryover five, resulting in 10 days that would be eligible for payment. Additionally, if an employee has more than 15 days at their renewal date, they will be eligible to roll over those additional days, beyond 15, for use during fiscal year 2020-2021. For example, if an employee has 17 expiring vacation days, they will be eligible to roll over 7 days *and* be paid for 10 days.

Aviles arrived at 7:36 pm.

Quinn returned to zoom call at 7:36 pm

Technical issues, Earley, no longer on Zoom call

MOTION: Quinn moved to approve Covid-19 Vacation Rollover Provision
Seconded by Lux.

Roll Call:

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

Nay: None

Absent: Earley

Non-Resident Fee and Formula:

MOTION: Ricker moved to approve Non Resident Fee and Formula Seconded
by Quinn.

Roll Call:

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

Nay: None

Absent: Earley

APPROVAL TO CLOSE FRIDAY JULY 3, 2020:

Library will be closed on July 3, 2020 as a paid holiday and will re-open on July 6, 2020.

MOTION: Quinn moved to approve Approval to Close Friday July 3, 2020
Seconded by Ricker.

Roll Call:

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

Nay: None

Absent: Earley

APPROVAL OF DIRECTOR'S ANNUAL REVIEW (AFTER CLOSED SESSION):

Moved to after closed session.

Weiss presented Sieffert's annual review. Board is pleased with operations at the Library over the last year. Especially pleased with the completion of the capital projects, which included ceiling repairs, sprinkler system updating, painting, and new carpeting. Board also pleased with Library operations during COVID pandemic and happy to see that the Library was one of the first in the area to offer curbside service and reopen the doors to the public. Additionally, Board is happy with the thoroughness of the COVID-19 Operations Plan that Sieffert proposed and the Board approved. Lastly, the Board reviewed Sieffert's individual accomplishments and are happy with the job that he is doing.

MOTION: Ricker moved to approve Director's Annual Review with a 2.5 % raise. Seconded by Zalewski.

Roll Call:

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

Nay: None

Absent: None

Earley returned to zoom call at 7:38 pm

DISCUSSION:

COVID-19 RE-OPENING PLANS:

- Following the move to Phase Four of the Restore Illinois plan, the Library is scheduled to re-open to the public on Monday, July 6th. Hours will be the same that were offered during curbside service during the month of June.
- Following the COVID-19 Operations plan, there will be many adjustments to the building and services. For example, maximum occupancy of 50 patrons at any given time, there will only be 8 available computers on the adult side and 4 on the children's side, the Library will impose a 2 hour total limit per day, per person. Materials will still be quarantined for at least 72 hours.
- Curbside has programming for been working well. Patrons are very grateful.

CURRENT SERVICES:

- The Library has done its best to offer patrons a variety of services during this difficult time. A new digital program guide will be released that will cover the months of July and August. Many new programs will be available to patrons.
- Summer Reading has gone well thus far. Even with the switch to an entirely digital format, the Library still have over 150 patrons signed up. Prizes and t-shirts will be available to those who complete.
- Library has begun to offer copy, scanning, and faxing services for patrons.

NEW SERVICES:

- Story-time bundles-include picture books based on theme or activity.
- Father's Day crafts.

DIGITAL PROGRAM GUIDE:

- New digital program guide will be approximately eight pages long and will contain all of the new digital offerings during the months of July and

August. This includes new classes on Ancestry.com, summer reading, youth and adult craft activities, family night programs, cooking classes, and much more.

APPOINT SECRETARY'S AUDIT COMMITTEE:

- Zalewski and Quinn were appointed
- Audit will take place before the July 27, 2020 Board Meeting.

AFFILIATIONS:

BIG- None

BENSENVILLE COMMUNITY FOUNDATION- None

RAILS/SWAN- for

- Meeting June 23, 2020 to discuss resource sharing.
- Although we were one of the first, many libraries are now offering curbside services.
- Applied for grant through IMLS in conjunction with Wood Dale Library to help with economic impact resources. This potential project would be wide reaching and would allow for the two libraries to share a new employee, who would be responsible for implementing and overseeing new projects aimed at helping those impacted economically during the pandemic.

Library Programs and Services:

Adult Services Update:

- Adult Services staff have been working very hard while Sloan has been out of the building. Planning for new digital programs has taken a lot of the staff's time. Also busy manning the reference desk and being available to the public via the phone. Sloan has been busy working from home editing videos.

Youth Services Update:

- Things are going well. Staff is excited to get back into the building and begin planning and implementing new programs. Summer lunches have been well received.
- Working on new thematic kits that will be available for patrons to check out.

COMMUNITY INFORMATION:

None

BOARD GOES INTO CLOSED SESSION:

MOTION: Quinn moved to go into Closed Session at 8:00 pm For the purpose of appointment, employment, compensation, discipline, performance or dismissal of specific personnel or pending or probable litigation against, affecting or on behalf of the public body. (5 ILCS 120/2c.1)

Seconded by Ricker.

Roll Call:

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

Nay: None

Absent: None

Zalewski moved to come out of Closed Session at 8:03 pm.

Seconded by Quinn.

Roll Call:

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

Nay: None

Absent: None

ADJOURNMENT:

MOTION: Lux moved to adjourn the meeting at 8:07pm. Seconded by Zalewski and carried unanimously.

Roll Call:

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

Nay: None

Absent: None

Tina Lux, Secretary