

APPROVED

HELEN M. PLUM MEMORIAL PUBLIC LIBRARY DISTRICT
110 W. Maple Street
Lombard, IL 60148

Those attending the meeting must observe the recommendations of the CDC and IDPH including wearing face masks and maintaining social distancing of at least 6 feet apart.

SPECIAL BOARD MEETING MINUTES

July 15, 2020

7:00 p.m.

Village Hall Trustees Board Room
255 E. Wilson Avenue, Lombard

- I. Call to order
 - a. President Brandt called the meeting of the Board of Trustees to order at 7:00 p.m. in the Village Hall Trustees Board Room.
- II. Pledge of Allegiance
 - a. All present recited the Pledge of Allegiance.
- III. Roll call, recording both present and absent members
 - a. Present: President Brandt, Vice President Larkin, Secretary Aasmundstad Walsh, Treasurer Pinkett-Floyd; Trustees Carlson, Marshall, Wiggins
 - b. Absent: none
 - c. Staff members present: Director Kruser, Claudia Krauspe, Sue Wilsey, Alex Vancina, Michelle Petersen, Angelica Brenzel
 - d. Guests present: Jane Charmelo, Mike Fugiel, Jamie Rachlin
- IV. Public presentation to, or discussion with, the Board of Trustees
 - a. No Public presentations were made.
- V. ACTION ITEM: Adoption of the Agenda
 - a. Vice President Larkin moved to adopt agenda. Treasurer Pinkett-Floyd seconded motion. All ayes, no nays. Motion passed.
- VI. ACTION ITEM: Approval of consent agenda items
 - a. Approval of minutes
 - i. Regular Board meeting, June 8, 2020
 - ii. Closed Session meeting, June 8, 2020
 - b. Approval of financial reports
 - i. Cash and Investments Report dated June 30, 2020
 - ii. Revenue and Expenditures vs. Budget Report dated June 30, 2020
 - iii. Check Register dated June 30, 2020

APPROVED

- iv. Balance Sheet Previous Year Comparison as of June 30, 2020
 - c. Vice President Larkin moved to approve consent agenda items. Trustee Marshall seconded motion. All ayes, no nays. Motion passed.
- VII. Committee reports
- a. Audit Committee
 - i. Did not meet. Vice President Larkin, Committee Chair, noted that the next meeting will take place in February 2021.
 - b. Director Relations Committee
 - i. Did not meet. Secretary Aasmundstad Walsh, Committee Chair, noted that the Committee has collected all reviews from Trustees and managers. The Committee hopes to meet at the end of July or early August to assess the reviews and begin their report.
 - c. Policy and Bylaws Committee
 - i. Treasurer Pinkett-Floyd, Committee Chair, noted that the Committee did meet on July 8, 2020. There are several policies on the agenda for review.
- VIII. Unfinished Business
- a. No unfinished business to report.
- IX. New Business
- a. DISCUSSION: Jamie Rachlin for update on bonding plan
 - i. Jamie Rachlin discussed the purpose and process of authorizing the issuance of bonds. The Board authorized the issuance of bonds three years ago, but the authorization has since expired. Reauthorizing them is merely a formality.
 - ii. Jamie noted that the hearing for the bond issuance will be at the Board meeting on Wednesday, August 12, 2020.
 - b. ACTION ITEM: Consideration of AN ORDINANCE authorizing the issuance of not to exceed \$25,000,000 General Obligation Bonds (Alternate Revenue Source) for the purpose of constructing a new Helen Plum Library Building to replace the existing Helen Plum Library Building, constructing site improvements, furnishing necessary equipment and acquiring library materials and electronic data storage and retrieval facilities in connection therewith. Roll Call vote.
 - i. Vice President Larkin made a motion for the Consideration of an Ordinance authorizing the issuance of not to exceed \$25,000,000 General Obligation Bonds (Alternate Revenue Source) for the purpose of constructing a new Helen Plum Library Building to replace the existing Helen Plum Library Building, constructing site improvements, furnishing necessary equipment and acquiring library materials and electronic data storage and retrieval facilities in connection therewith. Trustee Carlson seconded motion. All ayes, no nays. Motion passed.
 - c. ACTION ITEM: Relaxation of non-resident cards expiration dates.
 - i. Director Kruser suggested extending the expiration dates of individual non-resident cards by three additional months to make up for the time in which the Library was closed due to the pandemic.
 - ii. Treasurer Pinkett-Floyd made a motion for the relaxation of non-resident cards expiration dates with the understanding that individual accounts will have their

APPROVED

expiration dates extended by three months. Secretary Aasmundstad Walsh seconded motion. All ayes, no nays. Motion carries.

- d. ACTION ITEM: Approval to participate in the non-residential card program for the year July 1, 2020 to June 30, 2021 and to use the tax-bill formula for the non-resident cards.
 - i. Vice President made a motion for approval to participate in the non-residential card program for the year July 1, 2020 to June 30, 2021 and to use the tax-bill formula for the non-resident cards. Trustee Wiggins seconded motion. All ayes, no nays. Motion carries.
- e. ACTION ITEM: To change the way employees are being paid from regularly scheduled hours to actual hours worked.
 - i. Director Kruser noted that all staff are now back to their regularly allotted hours. Staff are working both from home and in the building between the hours of 8:00 a.m. and 8:00 p.m.
 - ii. Trustee Carlson moved to change the way employees are being paid from regularly scheduled hours to actual hours worked. Vice President Larkin seconded. All ayes, no nays. Motion passes.
- f. ACTION ITEM: Approval of updated and new policies:
 - i. P-2 Classification of Employees
 - ii. P-3 (was P-13) Salaries and Wages
 - iii. P-4 Hours of Work and Schedules
 - iv. P-6 Retirement Plans - NEW
 - v. P-7 (was P-10) Vacation
 - vi. P-9 (was P-12) Personal Time
 - vii. P-10 (was P-9) Sick Time
 - viii. P-15 Telecommuting – NEW
 - ix. Trustee Marshall moved to approve of the above updated and new policies. Vice President Larkin seconded. All ayes, no nays. Motion passes.

X. Communications

- a. No communications to report.

XI. Library Director's Report

- a. Director Kruser noted that the November 3rd election day is now a state holiday. The Library will be closed to the public on November 3. It will only be open to the public as a polling place.
- b. Director Kruser also noted that the August Board meeting will have more updates about the new building, including a presentation from the architects.

XII. Departmental Reports

- a. Secretary Aasmundstad Walsh asked what measures were being taken to sanitize the building. Director Kruser noted that bathrooms and doorknobs are cleaned hourly, a cleaning company comes in every night, Plexiglas has been installed at the service desks, and hand sanitizer stations are all around the building. Both staff and patrons are also required to wear masks and practice social distancing at all times.
- b. Trustee Marshall praise the staff for their hard work, commitment and flexibility during the pandemic.

APPROVED

- XIII. The Board went into Closed Session at 8:08 p.m. to discuss the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. Roll Call.
 - d. Vice President Larkin moved to enter into Closed Session and it was seconded by Trustee Carlson. All ayes, no nays.
- II. The Board returned to Open Session at 8:49 p.m. to affirm decisions made in Closed Session.
- XIV. Adjournment: 8:50 p.m.

Approved: _____

Kristin Aasmundstad Walsh
Board Secretary