

REGULAR MEETING

April 21, 2020

6:00 p.m.

Virtual Meeting via Zoom

1. SPECIAL BOARD MEETING VIA ZOOM – CALL TO ORDER

At 6:02 p.m. President Corzine called the Regular Meeting to order.

2. ROLL CALL

Trustees present: Blank, Caudill, Corzine, Fuller, Hurst, Stamoolis, Steker

Absent:

Staff present: Interim Executive Director Christianson, S. Hyson, D. Bryzelak, M. Creel, N. Ziarnik, C. Pederson, C. Wagner

Guest present: S. Harrod, Cathy Peterson and Mary Cherry from HR Source

3. PUBLIC COMMENT

None

4. ADJUSTMENTS TO THE AGENDA

To move **14 A. HR Source Presentation and Discussion to after Adjustments to the agenda.**

At 6:08 p.m., Trustee Blank moved:

“TO GO INTO EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATTERS 5ILCS 120/2 (c)(1).”

Trustee Caudill seconded the motion and it carried on a roll call vote.

AYES (7): Blank, Caudill, Corzine, Fuller, Hurst, Stamoolis, Steker

ABSENT (0):

At 7:52 p.m., the Board returned to open session. President Corzine called the open session to order.

The following trustees were present: Blank, Caudill, Corzine, Fuller, Hurst, Stamoolis, Steker

Staff Present: Interim Executive Director Christianson, S. Hyson, D. Bryzelak, M. Creel, N. Ziarnik, C. Pederson, C. Wagner

Guest present: S. Harrod

5. CONSENT AGENDA

A. Approval of the Minutes of the Special Board Meeting April 7, 2020

Trustee Blank moved:

“To Approve the Minutes of the Special Board Meeting April 7, 2020 with correction as noted.”

Trustee Fuller seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Fuller, Hurst, Stamoolis, Steker

ABSENT (0):

ABSTAIN (0):

6. APPROVAL OF ITEMS MOVED FROM CONSENT AGENDA

None

7. TRUSTEE REPORTS/COMMENTS

Trustee Caudill mentioned the April 30th Webinar for the Trustee Workshop will also be made available after that date as well.

Trustee Steker wanted to bring attention to the COVID 19 information on the RAILS website and how well the library fits into the actions of what other libraries are doing as well. She said she would provide the link showing this data to the other Trustees.

8. TREASURER’S REPORT

A. March 2020

Trustee Blank moved:

“To Approve the March 2020 Expenditures as Authorized with the Balance of the Reports To Be Filed For Audit.”

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Fuller, Hurst, Stamoolis, Steker

ABSENT (0):

ABSTAIN (0):

9. CORRESPONDENCE AND COMMUNICATIONS

None

10. EXECUTIVE DIRECTOR’S REPORT

- Interim Executive Director Christianson provided insight as to how long the Footnotes takes to produce. On average, production takes a minimum of six weeks. Because of the current COVID-19, the Library has opted to produce an e-newsletter instead. A postcard will go out to ELA members with information on the Library and how to access the new e-newsletter.
- Interim Executive Director Christianson also highlighted John Carranza’s report and all the work he has conducted inside the Library as well as the contracts he has negotiated. He is also working on a trade-in for his tractor as well as replacing the faucet heads in the bathrooms with ones that operate by motion sensor.

- Provided an update on the parking lot repairs. Maneval has started the concrete work but still need to repair the ramps and reseed the median.
- Informed the Trustees that the statistics portion of the report are not complete due to the lack of access to the building during this Shelter in Place order. They will remain this way until full access is granted again.
- Notified the Board that the Staff, along with their knitting and quilting groups, are making masks for the Staff's return as well as for our partner organizations.

11. STANDING COMMITTEE REPORTS

- A. Building & Grounds Committee: No Report**
- B. Finance Committee: No Report**
- C. Nominating Committee: No Report**
- D. Personnel Committee: No Report**
- E. Policy Committee: No Report**
- F. Bylaws Committee: No Report**

12. SPECIAL COMMITTEE REPORTS

None

13. UNFINISHED BUSINESS

None

14. NEW BUSINESS

B. Overview of Budget Process & Timeline

Interim Executive Director Christianson presented a detailed budget process overview for the upcoming budget planning that will take place at the Finance Committee Meeting on April 28, 2020 at 6:00 p.m.

C. Discussion of Changes to Salary Scale

Interim Executive Director Christianson and M. Creel outlined the changes in the salary scale that are needed in order to comply with the legal requirements of the minimum wage law as well as maintaining competitive recruitment practices.

She highlighted that a labor reallocation had not been completed since 2013 and that compensation structure adjustments are essential in order to stay current with the competitive job market. A five percent structural adjustment was recommended.

Trustee Caudill moved:

“To Approve the Changes to Salary Scale as proposed.”

Trustee Fuller seconded the motion and it carried on a majority roll call vote of all Trustees present.

AYES (6): Caudill, Corzine, Fuller, Hurst, Stamoolis, Steker

NAYES(1): Blank

ABSENT (0):

ABSTAIN (0):

D. Discussion of COVID-19 Response Plan

Interim Executive Director Christianson gave an update on our response plan and the proposed 3-day quarantine of all materials. She informed the Board that a testing company is conducting a study specifically related to library materials in order to better understand how long items will need to be quarantined.

Trustee Hurst wanted to encourage the Library to at least open the drive-up window as a means for patrons to have access to materials other than what is provided during e-learning. This led to discussion of PPE availability to protect staff during this time as well as the issue of staff and patron safety.

E. Approval of Trustee Expense Reports

None

F. Building and Grounds Critical Issues

None

15.

B. EXECUTIVE SESSION FOR THE DISCUSSION OF PENDING, PROBABLE, OR IMMINENT LITIGATION AS ALLOWED BY 5 ILCS 120/2(c)(11)

None

C. EXECUTIVE SESSION FOR THE DISCUSSION OF EXECUTIVE SESSION MINUTES AS ALLOWED BY 5 ILCS 120/2(c)(21)

None

16. ADJOURNMENT

At 9:24 p.m. Trustee Stamoolis moved.

“TO ADJOURN.”

Trustee Blank seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Corzine, Caudill, Fuller, Hurst, Stamoolis, Steker

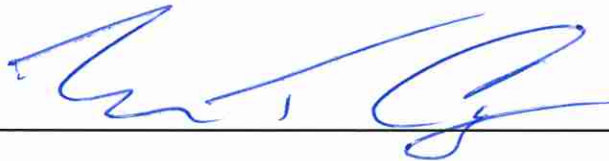
ABSENT (0):

ABSTAIN (0):



Crystal Steker, Secretary

Approved at the next Regular Meeting of May 19, 2020



Eric Corzine, President