

REGULAR MEETING MINUTES

May 19, 2020

6:00 p.m.

Virtual Meeting via Zoom

**1. REGULAR BOARD MEETING VIA ZOOM – CALL TO ORDER**

At 6:00 p.m. President Corzine called the Regular Meeting to order.

**2. ROLL CALL**

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

Absent: Fuller (arrived at 7:32 p.m.)

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

Guest present: S. Harrod, R. Weismann and Mary Cherry from HR Source

**3. PUBLIC COMMENT**

**Interim Executive Director E Christianson read the following comment emailed by R. Weismann:**

I am hoping the library will be open soon in order to utilize the study rooms on the second floor. What are the plans in regard to these rooms? As someone who highly values this quiet space in the library for working with students one-on-one, I heavily rely on the library being open not only in the summer, but especially during the school year.

If this is one of the concerns--if patrons utilizing these spaces were willing to be responsible for wiping down the tables, keyboard, and seats before leaving the room--would that make using the room more available?

**4. ADJUSTMENTS TO THE AGENDA**

To move **11G. Executive Director Search Committee of the Whole** and **14 A. Executive Director Search** to before the Consent agenda.

**11G. Executive Director Search Committee of the Whole:**

The committee report was summarized by HR Source discussion.

**14A. Executive Director Search**

Mary Cherry of HR Source gave an update on the Executive Director Search. The Board discussed the job description she presented and agreed with the description as written and would like it posted.

**5. CONSENT AGENDA**

**A. Approval of the Minutes of the Regular Meeting April 21, 2020.**

**B. Approval of the Minutes of the Executive Session April 21, 2020.**

**C. Approval of the Minutes of the Executive Director Search Committee Meeting April 28, 2020.**

**D. Approval of the Minutes of the Finance Committee Meeting April 28, 2020.**

Trustee Blank moved:

**“To Approve the Consent Agenda As Presented.”**

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

**AYES (6):** Blank, Caudill, Corzine, Hurst, Stamoolis, Steker

**ABSENT (1):** Fuller

**ABSTAIN (0):**

**6. APPROVAL OF ITEMS MOVED FROM CONSENT AGENDA**

None

**7. TRUSTEE REPORTS/COMMENTS**

Trustee Blank commented on the high quality of the recent RAILS/ILA Webinar, Everything Library Trustees Need to Know During COVID-19, and specifically on the exceptional job by Trustee Caudill as a panelist for the forum.

Trustee Steker seconded that sentiment and expressed how well Trustee Caudill represented everyone.

Trustee Hurst asked for the webinar link to be shared with everyone, so they can review the content again.

**8. TREASURER’S REPORT**

**A. April 2020**

Trustee Caudill moved:

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

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

**AYES (6):** Blank, Caudill, Corzine, Hurst, Stamoolis, Steker

**ABSENT (1):** Fuller

**ABSTAIN (0):**

**9. CORRESPONDENCE AND COMMUNICATIONS**

Virtual communications folder was made available in the Trustee’s Board Packets.

Interim Executive Director Christianson explained the 6ft of Fun Program that was included in the virtual communications folder. She also called the Board’s attention to a recent Daily Herald article about the 2020 Census which noted the high percentage of participation by Lake Zurich residents due to the partnership efforts of the Library.

**10. EXECUTIVE DIRECTOR'S REPORT**

- Interim Executive Director Christianson provided an update on the number of work from home hours the staff has worked over the last 7 week period.
- She informed the Board that the e-newsletter launched this week and the sign-up processes illustrated the fact that the website is not mobile friendly and noted further plans to update the site.
- Provided an update on the Maneval parking lot construction and that they are working to wrap up the project as the striping was just finished. The Library is now trying to move up the resealing project to before re-opening instead of Fall as planned.

**11. STANDING COMMITTEE REPORTS**

**A. Building & Grounds Committee: No Report**

**B. Finance Committee:**

Trustee Stamoolis proposed the working budget for FY 2020/2021 be presented at the meeting to continue discussion from the April 28<sup>th</sup> meeting of the Finance Committee.

**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. Discussion of FY2020-2021 Working Budget**

- The proposed working budget for FY 2020/2021 was presented at the meeting and questions pertaining to the salary line were discussed.
- The final working budget will be presented for the Board's approval at the June meeting
- Board suggested a midyear update on the salary line be added to the January 2021 meeting agenda.

**C. Semi-Annual Review of all Executive Session Minutes**

The logistics of how to perform the Semi-Annual Review of the Executive Session Minutes was discussed and a solution was presented that the items would be delivered to the Board of Trustees in time for the June 16, 2020 meeting.

**D. Discussion of Board Self Evaluation**

Trustee Caudill explained the importance the Self Evaluations and how they establish areas of strength and needed growth.

It was decided that Trustee Caudill would provide multiple evaluation forms to Interim Executive Director Christianson for review and discussion at the June 16, 2020 meeting.

**E. Annual Review of Non-Resident Cards**

Trustee Stamoolis moved:

**“That we do not adopt a fee structure, nor do we participate in a non-resident card holder program since the Library does not border any unserved areas.”**

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):**

**F. Discussion of COVID-19 Response Plan**

Interim Executive Director Christianson reviewed the stages of the Reopening Plan with the Board and the goal of having the drive-up window open for returns and hold pick-ups starting in June.

Trustee Caudill moved:

**“To approve the implementation of the initial stage 1 to open the library drive-up for the return of materials and hold pick-ups at the library administration’s recommendation with a targeted anticipated date of June 1, 2020.”**

Trustee Stamoolis 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):**

**G. Approval of Trustee Expense Reports (Action)**

None

**H. Building and Grounds Critical Issues (Action)**

None

**I.**

**A. EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL**

**MATTERS 5ILCS 120/2(c)(1)**

**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 9:22 p.m. Trustee Stamoolis moved.

**“TO ADJOURN.”**

Trustee Fuller 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):**

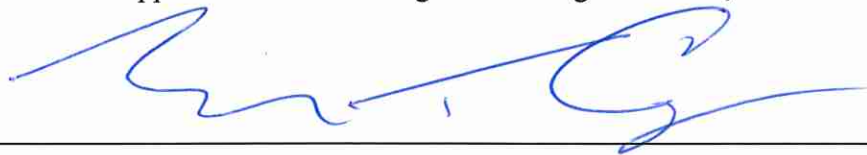
**ABSTAIN (0):**



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Crystal Steker, Secretary

Approved at the next Regular Meeting of June 16, 2020



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Eric Corzine, President