

WAUCONDA AREA PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

MINUTES OF THE REGULAR MEETING

Monday, May 11, 2020

The meeting was held online via Zoom at 7:04 p.m. with the following Library Trustees present: Mrs. Coolidge*, Mrs. Flanagan, Mrs. Houston*, Mr. Laureys, Mrs. Morris*, Mrs. Sorensen, and Mr. Pankey. Trustees absent: none. Staff present: Elizabeth Greenup (Library Director); Julie Cerqua (Administrative Services Manager); Terry Weingart (Business & Finance Manager), Molly Jostock* (Operations Manager), Sara Esquivel (Public Services Manager). Visitor(s) present: none.

*Mrs. Coolidge entered the meeting at 7:05 p.m.

*Ms. Jostock entered the meeting at 7:08 p.m.

*Mrs. Morris left the meeting at 7:37 p.m.

*Mrs. Houston left the meeting at 7:37 p.m.

The meeting took place online via Zoom. All participants verified no one was in the background as a visitor.

ACTION: MINUTES OF THE REGULAR MEETING OF APRIL 13, 2020

Mrs. Morris made a motion seconded by Mrs. Flanagan to approve the minutes of the April 13, 2020 meeting. Voice vote. All in favor. Motion carried.

ACTION: MINUTES OF THE PERSONNEL & SALARY COMMITTEE MEETING OF APRIL 27, 2020

Mrs. Morris made a motion seconded by Mrs. Sorensen to approve the minutes of the April 27, 2020 Personnel & Salary Committee meeting. Voice vote. All in favor. Motion carried.

ACTION: FINANCIAL REPORTS AND PAYMENT OF BILLS

The current financial and budget reports were discussed. Topics included: discussion of cash projections based on property tax distribution date changes; potential surplus at the end of the FY2019/2020, which will be rolled over to compensate for delayed and unpaid tax payments as well as delayed projects due to COVID-19 outbreak.

Mrs. Flanagan made a motion seconded by Mrs. Houston to accept the bills, to pay the bills as presented and to transfer sufficient funds from the money market deposit account into the checking account.

Roll call vote

YES: Coolidge, Flanagan, Houston, Laureys, Morris, Sorensen, Pankey
NO: none
ABSTAIN: none
ABSENT: none

Motion carried.

LIBRARY USAGE, INTERIM LIBRARY DIRECTOR AND DEPARTMENTAL REPORTS

The library's online services usage was discussed. Mr. Laureys asked for clarification on how to access the services. Additional discussion took place about Hoopla, Digital Library of Illinois, Lynda.com, Kanopy and Ancestry.com.

Mrs. Greenup discussed the virtual services provided to the community, including calling patrons to identify needs, to let them know of restricted services like interlibrary loan, and to find out what accommodations the library needs to make for our vulnerable population.

Mrs. Greenup discussed the team concept used to tackle the development of curbside service to address all aspects, including logistics, safety and cleaning, and communications.

Mrs. Greenup discussed the need for a new telephone system. We are working on acquiring information from vendors.

Mrs. Greenup discussed with the board how to approach the increase of service to the community safely.

COMMITTEE REPORTS

The Personnel & Salary Committee met on Monday, April 27 at 6:00 p.m. Mrs. Morris, Mrs. Coolidge, Mrs. Sorensen and Mr. Pankey (ex officio). Mrs. Greenup recommendations with respect to personnel and wages in the coming fiscal year were discussed.

NEW BUSINESS

Action Item: Personnel & Salary FY2020/2021 wage and budget increase

Mrs. Flanagan made a motion seconded by Mr. Laureys to increase the FY2020/2021 Payroll Budget to \$1.967 million.

Roll call vote

YES: Coolidge, Flanagan, Laureys, Sorensen, Pankey
NO: none
ABSTAIN: none
ABSENT: Morris, Houston

Motion carried.

Mr. Laureys made a motion seconded by Mrs. Coolidge to approve a 1.5% Cost of Living Increase.

Roll call vote

YES: Coolidge, Flanagan, Laureys, Sorensen, Pankey

NO: none

ABSTAIN: none

ABSENT: Morris, Houston

Motion carried.

Mrs. Flanagan made a motion seconded by Mrs. Sorensen to approve a 0.5-2.0% merit increase for staff based on performance.

Roll call vote

YES: Coolidge, Flanagan, Laureys, Sorensen, Pankey

NO: none

ABSTAIN: none

ABSENT: Morris, Houston

Motion carried.

Action Item: Resolution No. 20-01, A Resolution for Confirming Essential Government Functions

Based on the library lawyer's recommendation, a board-approved resolution was necessary for the library to provide service during the COVID-19 outbreak and subsequent governor ordered in-shelter.

Mrs. Flanagan made a motion seconded by Mrs. Coolidge to approve Resolution No. 20-02, a Resolution for Confirming Essential Government Functions, as amended to include a board discussion before additional services are provided.

Roll call vote

YES: Coolidge, Flanagan, Laureys, Sorensen

NO: none

ABSTAIN: Pankey

ABSENT: Morris, Houston

Motion carried.

OLD BUSINESS

None.

COMMUNICATIONS

Mrs. Flanagan asked about annual employee reviews and Mrs. Greenup's review. Mrs. Greenup explained that staff reviews are performed on the employee's hire date. It was discussed that Mrs. Greenup is not due a performance review yet.

ADJOURNMENT

Mr. Laureys made a motion seconded by Mrs. Flanagan that the meeting be adjourned. Voice vote. All in favor. Motion carried.

The meeting adjourned at 8:57 p.m.

Approved June 8, 2020

President

Secretary