

**WAUCONDA AREA PUBLIC LIBRARY DISTRICT**

**BOARD OF LIBRARY TRUSTEES**

**MINUTES OF THE REGULAR MEETING**

**Monday, July 13, 2020**

The meeting was held online via Zoom at 7:00 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.

\*Ms. Jostock entered the meeting at 7:05 p.m.

\*Mrs. Morris left the meeting at 7:21 p.m. and re-entered the meeting at 7:27 p.m. Mrs. Morris left the meeting at 7:41 p.m.

\*Mrs. Houston left the meeting at 7:15 p.m. and reentered at 7:22 p.m. She left the meeting at 7:23 p.m and reentered at 7:29 p.m. Mrs. Houston left the meeting at 7:40 p.m.

\*Mrs. Sorensen left the meeting at 7:23 p.m. and reentered at 7:29 p.m.

\*Mrs. Coolidge left the meeting at 8:53 p.m. and reentered at 8:55 p.m.

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

**ACTION: NOMINATION AND APPROVAL OF OFFICERS OF THE BOARD OF THE LIBRARY TRUSTEES**

Discussion took place and a slate of officers was determined.

Mrs. Flanagan made a motion seconded by Mr. Laureys to approve the slate of officers as presented:

President: Thea Morris  
Vice President: Jason Laureys  
Treasurer: Joyce Houston  
Secretary: Rebecca Coolidge

**Roll call vote**

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

**Motion carried.**

**DISCUSSION & ACTION: COMMITTEE APPOINTMENTS**

Mrs. Coolidge explained the purpose of each committee and commitments needed.

Committee appointments were determined as follows:

Personnel & Salary Committee – Coolidge (chair), Flanagan, Pankey, Morris (ex officio)

Finance Committee – Houston (chair), Sorensen, Laureys, Morris (ex officio)

Succession Committee – dissolve

**Mrs. Morris made a motion seconded by Mrs. Sorensen to approve the committee appointments.**

**Roll call vote**

**YES: Coolidge, Flanagan, Laureys, Morris, Sorensen, Pankey**

**NO: none**

**ABSTAIN: none**

**ABSENT: Houston**

**Mrs. Flanagan made a motion seconded by Mrs. Morris to dissolve Succession Committee.**

**Roll call vote**

**YES: Coolidge, Flanagan, Laureys, Morris, Sorensen, Pankey**

**NO: none**

**ABSTAIN: none**

**ABSENT: Houston**

**ACTION: MINUTES OF THE REGULAR MEETING OF JUNE 8, 2020**

**Mr. Laureys made a motion seconded by Mrs. Flanagan to approve the minutes of the June 8, 2020 meeting.**

**Roll call vote**

**YES: Coolidge, Flanagan, Laureys, Morris, Sorensen, Pankey**

**NO: none**

**ABSTAIN: none**

**ABSENT: Houston**

**ACTION: MINUTES OF THE FINANCE COMMITTEE MEETING OF JUNE 26, 2020**

**Mr. Laureys made a motion seconded by Mrs. Coolidge to approve the minutes of the June 26, 2020 Finance Committee meeting.**

**Roll call vote**

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

**ACTION: FINANCIAL REPORTS AND PAYMENT OF BILLS**

The current financial and budget reports were discussed.

**Mr. Laureys made a motion seconded by Mrs. Coolidge 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, Laureys, Pankey**  
**NO: none**  
**ABSTAIN: none**  
**ABSENT: Houston, Morris, Sorensen**

**Motion carried.**

**LIBRARY USAGE, LIBRARY DIRECTOR AND DEPARTMENTAL REPORTS**

Ms. Greenup provided an update on the library's Grab & GO service and returns. Ms. Greenup briefly discussed plans for reopening the building to the public. Photos of the library's safety measures and signage were emailed to the board.

Ms. Greenup discussed one type of dead plant that did not survive in the front entrance plantings. Ms. Greenup contacted the architects, which led to an overall evaluation of the landscaping. An alternative planting was discussed in addition to mulch, which our landscapers can provide. Ms. Greenup also discussed that both Featherstone Construction and Product Architects had photographers come by to take pictures of the project. Photos are available on their respective websites.

Ms. Greenup provided an update on the pre-audit process.

Ms. Greenup provided an update on the Wauconda Area Library Foundation. The Foundation is working with the Secretary of State and State of Illinois to reassignment of the registered agent and their required annual reporting.

Mrs. Coolidge asked for an update regarding the 2019 payroll taxes issue. Mrs. Cerqua provided an update. Mrs. Coolidge asked for a regular quarterly update.

### **COMMITTEE REPORTS**

Ms. Greenup summarized the Finance Committee meeting. There are a lot of unknowns with the COVID-19 pandemic situation with regards to realizing tax income distributions. The overall budget shows an income increase of 3.3%. Expenses have been projected for a 1.3% increase due in large part to having 27 pay periods in the fiscal year instead of 26. Projects for the year include new public computers, a new website, HVAC replacement and a new phone system. A new line item for COVID-19 related supplies has been added.

Mr. Laureys inquired about the library's two debt certificates and the possibility of refinancing them. Mrs. Greenup will look into it.

### **ACTION: APPROVE FY2020/2021 SPENDING PLAN**

**Mr. Laureys made a motion seconded by Mrs. Sorensen to approve the FY2020/2021 Spending Plan.**

#### **Roll call vote**

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

**Motion carried.**

### **NEW BUSINESS**

Ms. Jostock presented vendor proposals for a new phone system.

### **ACTION: APPROVE COVID-19 PUBLIC SAFETY POLICY**

**Mrs. Flanagan made a motion seconded by Mr. Laureys to approve the COVID-19 Public Safety Policy.**

Discussion about the policy took place. Mrs. Flanagan asked about alternative service for patrons unable to wear face masks. Ms. Greenup said the library's Grab & Go Service or

homebound service are available.

**Roll call vote**

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

**Motion carried.**

**ACTION: APPROVE TELECOMMUTING POLICY**

**Mrs. Flanagan made a motion seconded by Mr. Laureys to approve the Telecommuting Policy.**

Discussion about the policy took place. Mrs. Sorensen on behalf of Mrs. Morris wanted clarification in the policy where it refers to "Library" to say "Library Director or designee." It was agreed to that Ms. Greenup would go back to the lawyer and ask for more information about this. The motion was tabled.

**ACTION: MOVE TO STAGE 4 – OPEN TO THE PUBLIC**

**Mrs. Flanagan made a motion seconded by Mr. Laureys to approve the library to move to the Stage 4 Plan to open to the public.**

Discussion about the plans to make the library available to the public by appointments took place.

**Roll call vote**

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

**Motion carried.**

**ACTION: APPROVE NEW PHONE SYSTEM PROPOSAL**

**Mrs. Flanagan made a motion seconded by Mr. Laureys to approve ComputerView, Inc.'s proposal for a new phone system.**

Discussion about the vendors options, pricing, warranties, and service were discussed.

**Roll call vote**

**YES:** Flanagan, Laureys, Sorensen, Pankey

**NO:** none  
**ABSTAIN:** none  
**ABSENT:** Coolidge, Houston, Morris

**OLD BUSINESS**

None.

**COMMUNICATIONS**

None.

**ADJOURNMENT**

Mr. Laureys made a motion seconded by Mrs. Flanagan that the meeting be adjourned.

**Roll call vote**

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

The meeting adjourned at 8:55 p.m.

Approved August 10, 2020

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President

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Secretary