

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, April 21, 2020
Meeting Room B, 7:00 p.m.**

In accordance with Governor Pritzker's "stay-at-home" order, this meeting was held virtually and streamed live on the Library's YouTube channel.

President Susan Sadowski took roll call. Trustees Marsha Baker, Ingrid Becton, Monica Iacono, Carol Jacobsen, William Ryan, and William Shanklin were present via telephone.

Board members Francesca Irion and Teresa Menolascino were absent.

President Sadowski (via telephone) called the April 21, 2020 Regular Meeting of the Board of Trustees to order at 7:00 p.m. in the Meeting Room B.

In attendance at the Library were Library Director Mary Beth Harper, Assistant Director Marcy Rodriguez, and Admin/HR Manager Rita Andreuccetti.

Director Harper stated that she was accepting public comments via email.

There were no visitors in attendance.

Mr. Edgar Pal provided public comment via email. Director Harper read the email aloud:

Hello,

I am writing to submit the below statement as public comment for the Library Board meeting on Tuesday, April 21.

Thank you for your service on the Library Board, and for taking the necessary steps to protect the community during the COVID-19 pandemic.

According to the draft minutes of the Library Board's meeting on March 17, the Board decided to postpone its review of closed session minutes. The reason, according to the minutes, is that Trustees were participating in the meeting remotely, while the closed session minutes are reviewed only at the meeting's physical location. I strongly encourage the Board to reconsider this postponement, and to conduct a review of closed session minutes at the earliest opportunity.

The Open Meetings Act requires that closed session minutes be reviewed at least semi-annually. The Board last performed this function on September 17, 2019, so the Board would have been due for another review by March 2020. This requirement was not waived or modified by the Governor's executive order.

Minutes
Elmhurst Public Library Board of Trustees
April 21, 2020
page 2

While I recognize that the Trustees are attending the meeting remotely, I hope that you will be able to identify solutions that allow you to perform your legal obligations while honoring the "stay at home" order. For example, you could review the closed session minutes through a secure network, or by sharing the minutes via a secured teleconferencing platform. Additionally, you may conduct this review in a closed session, to ensure that the public doesn't accidentally see the contents of the closed session minutes.

Kind regards,
Edgar Pal

Director Harper stated that the review of closed session minutes was postponed due to the Library closing on March 13. She will look into sharing the closed session minutes via a secure platform as Mr. Pal suggests at next month's Board meeting.

The next public comment was from Ms. Mary Hawkinson via email. Director Harper read the email aloud:

Hello Marybeth,
As a life-long resident of Elmhurst, I am wondering why the drive-up could not be opened for residents to pick up books. If drive-through restaurants can be open, why can't library staff work from the drive-up library window? I am unable to read ebooks - I do not own an ipad. Please discuss the reason for opening the drive-up window at the upcoming board meeting.

One other question: why was the library abruptly closed back on March 13 at 5:00 pm instead of 9pm. As a convenience for residents, the closing time should have remained at 9pm to allow residents time to retrieve books/materials for the upcoming closure. FYI: Helen Plum Library remained open until 9pm on that Friday.

Thank you for listening.
Sincerely,
Mary Hawkinson

Director Harper stated that the difficult decision to close the Library was made on March 13, because libraries were not categorized as essential businesses. Director Harper expressed regret at not being able to lend materials to patrons. She stated that she would discuss reopening plans under New Business.

The first order of business was the approval of the Minutes of the March 17, 2020 Regular Board of Trustees Meeting. Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the March 17, 2020 Regular Board of Trustees Meeting be approved as presented.

Ingrid Becton seconded the motion.

Roll call vote:

Ayes: Baker, Becton, Iacono, Jacobsen, Ryan, Shanklin, and Sadowski

Nays: None

Absent: Irion and Menolascino

The motion carried.

The next order of business was the approval of the April 21, 2020 Accounts Payable. Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That the April 21, 2020 Accounts Payable be approved as presented.

Director Harper responded to questions about the invoices. Monica Iacono seconded the motion.

Roll call vote:

Ayes: Baker, Becton, Iacono, Jacobsen, Ryan, Shanklin, and Sadowski

Nays: None

Absent: Irion and Menolascino

The motion carried.

Director Harper discussed the financial reports. She noted that the Library will not receive property tax payments until June. She talked with Tom Trosien, City of Elmhurst Finance Manager, to discuss cash flow in the event that property tax payments are delayed due to the COVID – 19 Crisis. Ms. Harper indicated that a replacement tax payment of \$8,101 was received. She is unsure if the Library will be awarded the Per Capita Grant this year because it is a State funded grant. Income revenue that is generated for charges for services is less than projected because the Library building is not open.

Director Harper then reviewed the expenditure lines. She noted that we are not spending as projected because the building is closed. The Building & Grounds lines, under Repair and Maintenance, will most likely continue to be spent as projected because the building will be maintained as usual. She also noted that she implemented a hiring freeze and staff will not receive raises. Next month, Director Harper will begin the budget process.

In the Director's Report, Ms. Harper stated that she had hoped we would be back to some sort of business as usual by now but it does not look like that will happen for a while. She noted that she would talk about tentative reopening plans under New Business. She asked if there were any questions about the Director's Report.

President Sadowski stated that it is wonderful that staff have been able to take patron questions via chat, email, and over Skype. She asked a question about the video conferencing service. Director Harper explained that the Library is able to offer video conferencing via Zoom.

In the President's Report, Ms.Sadowski reiterated that the Board is proud of staff and she thanked them for all of the services that are being offered while the building is closed.

There was no Unfinished Business.

The first item of New Business was the report on Staff Working from Home and Patron Services & Tentative Reopening Procedures. Director Harper presented information about plans for the eventual reopening of the Library. She talked about implementing a soft opening, preparing the building for social distancing and utilizing personal protective equipment.

The next order of New Business was the 2020 Tax Rates. Director Harper presented the summary of assessed property valuations and Library tax levy rates for 2020.

The next item of New Business was the approval to purchase a new phone system. Director Harper stated that the new system will replace the current NEC digital phone system installed in 2011. The current system has been deemed "end of life" by the manufacturer and replacement parts are no longer available. The proposed new system is a VoIP model from Mitel. It is a more flexible and agile system that will allow staff to work in a world where rapid flexibility is essential.

This system will be hosted virtually on Library servers and will allow for future software upgrades.

The quote is from Gregg Communications through Sourcewell Cooperative Purchasing. Sourcewell provides competitively solicited cooperative contracts ready for use to government agencies.

Trustee Shanklin asked if this was the right time to be spending money. He talked about the uncertainty of receiving property tax payments due to the COVID -19 crisis. Director Harper talked about improved safety features available with the new phone system and she talked about cost saving features. Trustees came to the consensus that it is prudent to wait to purchase the new system. However if the current system were to fail, the purchase could be made immediately. Bill Shanklin moved:

THEREFORE BE IT RESOLVED:

That the phone system be approved for total of \$57,000 but that we wait to purchase the system until we see what happens in June with property tax payments.

Minutes
Elmhurst Public Library Board of Trustees
April 21, 2020
page 5

Carol Jacobsen seconded the motion.

Roll call vote:

Ayes: Baker, Becton, Iacono, Jacobsen, Ryan, Shanklin, and Sadowski

Nays: None

Absent: Irion and Menolascino

The next order of New Business was the approval of Participation in Reciprocal Borrowing Agreement. Monica Iacono moved:

THEREFORE BE IT RESOLVED:

That the Elmhurst Public Library Board of Trustees will participate in the statewide reciprocal borrowing program as promulgated by the Illinois State Library for FY 2020.

Marsha Baker seconded the motion.

Roll call vote:

Ayes: Baker, Becton, Iacono, Jacobsen, Ryan, Shanklin, and Sadowski

Nays: None

Nays: None

Absent: Irion and Menolascino

The motion carried.

There being no Other Business, the meeting was adjourned at 8:27 p.m.