

MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF LIBRARY TRUSTEES OF THE
COOK MEMORIAL PUBLIC LIBRARY DISTRICT

March 10, 2020

Call to order: The special meeting of the Cook Memorial Public Library District was held on Tuesday, March 10, 2020 at the Cook Park Library, 413 N. Milwaukee Ave., Libertyville, Illinois. A quorum being present, the meeting was called to order by President Bonnie Quirke at 6:30 p.m. Trustees present in addition to Ms. Quirke were: Jen Banek, Jim Larson, Phyllis Dobbs, and Wendy Vieth. Ann Oakley and Karen Singer were absent.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua, Human Resources Generalist Marla Littlefield and Administrative Assistant Gabriella Pantle.

Public Comment: None.

Discussion of COVID-19 and Best Practices for Reducing the Spread of Infection: Mr. Archer referred to the memo he provided of preventative measures that have already been undertaken at the Library. In addition to those listed on the memo, the Library is also displaying large COVID-19 posters at both locations showing best practices for reducing the spread of infection and also posted hand washing sign in all restrooms. The website has been updated and social media posts are planned explaining what measures have been taken at both library locations to reduce the spread of infection.

Ms. Singer joined the meeting at 6:36 p.m.

Mr. Archer then discussed what might happen if the Library needed to reduce services due to COVID-19 at the official recommendation of county, state and federal public health authorities. Examples include:

- Creating social distancing by number of public seats, limiting the number of patrons in the library at one time, and altering work schedules so that fewer people are working in close proximity to one another.
- Minimizing or suspending situations where individuals congregate in relatively confined spaces:
 - Library programs
 - Public meeting room use
 - Deliveries to homebound, nursing homes, retirement centers, and schools.
 - Bookmobile stops
- Reducing operating hours if staffing levels are too low to operate the Library for its full schedule.

He then discussed a scenario where services might have to be suspended completely. During the course of a pandemic, he as the Library Director, in consultation with the Board President, may need to temporarily suspend library services under one or more of the following conditions:

- Public health authorities advise, request or order such a closure.
- Local schools close.
- Staffing levels are too low to operate the Library.

- Any other conditions that prevent the Library from operating the facilities safely and effectively.

Resolution 2019-2020(2): Mr. Archer explained that the Library has implemented a variety of steps to help prevent the spread of the virus that causes COVID-19. Public health officials recommend sick employees stay home to help prevent sickening co-workers and patrons. The resolution being presented tonight is a proactive measure that would provide a temporary two-week pro-rated sick leave allowance to all part-time employees for a period of 70 days beginning March 12, 2020 through May 20, 2020. At its May 19 meeting, Trustees could elect to extend the time period should the need still exist to do so.

Ms. Oakley joined the meeting at 6:42 p.m.

Mr. Archer then went over the number of part-time employees who do not receive sick leave benefits and what the cost scenarios would be for them to receive temporary sick leave allowance. Mr. Cerqua announced that the Library is 2.5% under budget for salaries right now and administration is comfortable that temporary allocation of sick leave can be absorbed.

Ms. Quirke made a motion, seconded by Ms. Dobbs to approve Resolution 2019-2020/2 authorizing temporary allocation of paid sick leave for part-time employees. Roll call was as follows: Ayes; Ms. Singer, Ms. Banek, Ms. Dobbs, Mr. Larson, Ms. Quirke, Ms. Oakley, and Ms. Vieth. Nays; none. Motion carries.

Adjournment: Ms. Quirke made a motion, seconded by Ms. Dobbs, to adjourn the meeting. Having no further business, the meeting was adjourned at 7:11 p.m. Roll call was as follows: All Ayes; Motion carries.

Respectfully Submitted

James Larson, Secretary

Bonnie Quirke, President