

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

April 21, 2020

Call to order: The regular meeting of the Cook Memorial Public Library District was held virtually via Zoom on Tuesday, April 21, 2020 in accordance with the Governor's Executive Order No. 5 dated March 16, 2020. The meeting was called to order by President Bonnie Quirke at 5:04 p.m. Trustees in attendance in addition to Ms. Quirke were Ann Oakley, Jim Larson, Phyllis Dobbs, Jen Banek, and Wendy Vieth. Karen Singer was absent.

Staff members in attendance were Library Director David Archer, Assistant Director Lauren Cerniglia, Business Manager Russ Cerqua, Manager of Outreach and Aspen Drive Library Brooke Bahnsen, Human Resources Generalist Marla Littlefield and Administrative Assistant Gabriella Pantle. Also in attendance were Library legal counsel Jim Ferolo of Klein, Thorpe and Jenkins and Russell Lissau of the Daily Herald.

Public Comment: None.

Karen Singer joined the meeting at 5:06 p.m.

Overview of Recent Federal Legislation Pertaining to COVID-19: Mr. Ferolo proceeded to explain the Department of Labor's regulations on COVID-19 Paid Sick Leave and Paid FMLA Leave Requirements as it pertains to the Families First Coronavirus Response Act (FFCRA) and answered any questions that the trustees had.

Discussion of Potential Library Reopening Phases: Mr. Archer explained that on April 6, 2020, the Governor's Office provided a response to a question regarding whether public libraries are considered essential: "As most libraries are a function of government, Executive Order 10, as extended by Executive Order 18, leave it up to each government body to determine what government functions are essential. Libraries that remain open should practice safe social distancing or limit interactions with the public." While library staff have been working remotely and on-site to support current operations, the Library's senior leadership team has been busy preparing scenarios to gradually reintroduce library services over several phases when it is advisable to do so. The decision to reintroduce any service and/or reopen any space during these phases will be based upon a number of different factors. A list of these factors and a description of the phases were outlined in a memo by David Archer dated April 21, 2020.

While some trustees agreed that Mr. Archer and staff will be able to determine what services will be re-started and when, others felt that curbside pick-up and drive-up services should be implemented as soon as safely possible. It was also agreed that certain criteria should be in place that outlines not moving forward until an assessment has been done during each phase.

Report of the Director: Mr. Archer reported that March statistics were down just slightly. He noted that the weekend before the library closed was busier than the two grand openings combined. He also reported that 1,000 new titles have been added to the eLibrary collection over the past 30 days and that eLibrary checkouts have gone up 29%. Nearly 60 virtual programs will have been presented during the six-week period ending April 30 including story times 4 times per week. He explained that essential staff are in the building as needed including I.T. and one maintenance staff member on site daily performing routine tasks and special projects. All other staff are working remotely on creating virtual programs, posting

social media and blog posts, creating and modifying catalog records, ordering materials, preparing and conducting employee performance evaluations and attending several online training webinars.

Lastly, Mr. Archer reported that due to the uncertainty of the summer programming schedule, the summer issue of the Library's quarterly newsletter will not be mailed to district households. Residents will instead receive a postcard detailing the latest library news as well as links to see updated programming information on the Library's website.

Approve Report of the Director: Ms. Quirke made a motion, seconded by Ms. Vieth to approve the report of the director. Roll call was as follows: Ayes; Ms. Quirke, Ms. Oakley, Mr. Larson, Ms. Dobbs, Ms. Banek, Ms. Vieth, and Ms. Singer. Nays; none. Motion carries.

Approval of the Minutes: Ms. Banek made a motion, seconded by Ms. Dobbs to approve the minutes of the regular meeting of February 18, 2020. Roll call was as follows: Ayes; Ms. Quirke, Ms. Oakley, Mr. Larson, Ms. Dobbs, Ms. Banek, Ms. Vieth, and Ms. Singer. Nays; none. Motion carries.

Ms. Singer made a motion, seconded by Ms. Oakley to approve the minutes of the special meeting of March 10, 2020. Roll call was as follows: Ayes; Ms. Quirke, Ms. Oakley, Mr. Larson, Ms. Dobbs, Ms. Banek, Ms. Vieth, and Ms. Singer. Nays; none. Motion carries.

Ms. Quirke made a motion, seconded by Ms. Oakley to approve the minutes of the regular meeting of March 24, 2020. Roll call was as follows: Ayes; Ms. Quirke, Ms. Oakley, Mr. Larson, Ms. Dobbs, Ms. Banek, Ms. Vieth, and Ms. Singer. Nays; none. Motion carries.

Approval of the Bills: Ms. Dobbs made a motion, seconded by Ms. Quirke to approve the Bills Paid Report from March 19, 2020 through April 15, 2020 in the amount of \$530,631.22. Roll call was as follows: Ayes; Ms. Quirke, Ms. Oakley, Mr. Larson, Ms. Dobbs, Ms. Banek, Ms. Vieth, and Ms. Singer. Nays; none. Motion carries.

Adjournment: Ms. Banek made a motion, seconded by Ms. Oakley to adjourn the meeting. Having no further business, the meeting was adjourned at 6:07 p.m. Roll call was as follows: Ayes; Ms. Quirke, Ms. Oakley, Mr. Larson, Ms. Dobbs, Ms. Banek, Ms. Vieth, and Ms. Singer. Nays; none. Motion carries.

Respectfully submitted,

James Larson, Secretary

Bonnie Quirke, President