

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

May 19, 2020

Call to order: The regular meeting of the Cook Memorial Public Library District was held virtually via Zoom on Tuesday, May 19, 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 6:30 p.m. Trustees in attendance in addition to Ms. Quirke were Ann Oakley, Jim Larson, Phyllis Dobbs, Jen Banek, and Karen Singer. Wendy Vieth was absent.

Staff members in attendance were Library Director David Archer, Assistant Director Lauren Cerniglia, Business Manager Russ Cerqua and Administrative Assistant Gabriella Pantle. Also in attendance were Jim Jelke, Jeanine Chyna and Mary Ann Phillips from the CMPLD Friends Organization.

Wendy Vieth joined the meeting at 6:31 p.m. immediately after roll call.

Public Comment: Mr. Archer read the first public comment from Mary Ann Phillips and the second from Kathleen Dorne.

Ms. Quirke then asked that agenda items #8 and #9 be flipped.

Approval of the Minutes: Ms. Quirke made a motion, seconded by Ms. Singer to approve the minutes of the regular meeting of April 21, 2020. Roll call was as follows: Ayes; Ms. Quirke, Ms. Oakley, Mr. Larson, Ms. Dobbs, Ms. Banek, and Ms. Singer. Nays; none. Ms. Vieth was absent during roll call due to audio problems with Zoom. Motion carries.

Approval of the Bills: Ms. Dobbs made a motion, seconded by Ms. Quirke to approve the Bills Paid Report from April 16, 2020 through May 13, 2020 in the amount of \$566,971.44. 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.

Report of the Director: Mr. Archer reported that statistically the month of March had very low numbers due to the library not being open because of the COVID-19 stay-at-home order but have done very well with virtual programming and e-library material check outs which went up 65%. He also reported that the Lake County Board recently passed an ordinance for deferred payment of property taxes without penalties as a result of hardship due to the economic fallout from the COVID-19 pandemic noting that homeowners do need to still pay the full amount of property taxes due. The new timetable itself is not expected to adversely affect the Library's cash flow for FY21. However, significant non-payment or under-payment of property taxes by homeowners would obviously have an effect.

He then provided an update on programming and Resolution 2019-2020/3 which authorizes the library director or business manager to pay routine and recurring expenses in the absence of

board approval. This resolution is set to expire on May 23, 2020. Library legal counsel has stated that even in the absence of this resolution, payments of routine and recurring budgeted expenses may be made by the director or business manager provided they are reviewed and ratified at a future board meeting.

Lastly he announced that the Library has instituted a hiring freeze. Any open positions will be filled internally without increasing hours.

Approve Report of the Director: Ms. Quirke made a motion, seconded by Ms. Banek 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.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: Phyllis reported that at the Finance meeting on April 28, they discussed the budget and what to keep in mind as time goes on regarding how the payment of property taxes will affect the Library, if at all.

Resources, Services & Long-Range Planning: Wendy reported that the committee will meet at the end of June but announced that the interviews with planning consultants will be put on hold along with the long range plan right now due to the pandemic.

Library Services Update: Mr. Archer reported that all library staff have received safety documentation comprised of the following:

- a. CMPLD Health & Safety Rules
- b. Using a cloth face covering (Lake County Health Dept.)
- c. How to remove gloves (CDC)
- d. Required posting from the IL Dept. of Health

He also reported that at the previous board meeting, it was announced that a study was underway to measure how long the COVID-19 virus survives on different library materials. Results of the study are not expected until later this summer. According to the most recent research by the National Institute of Health, the virus can last up to three days on plastic, and for a lesser amount of time on cardboard and other materials. With the current knowledge of safe material handling, Reaching Across Illinois Library System (RAILS) suggests quarantining library materials for at least three days and up to seven days. Library staff should have as little contact with materials as possible before this time period and should wear gloves and masks/face coverings when handling. Using the research by the National Institute of Health, the Library has decided to quarantine materials for 96 hours.

Mr. Archer announced that on May 6, Governor Pritzker announced the Restore Illinois Plan, which details various phases to reopen businesses and services in the state and referred trustees to documents that were included in the packet that provide a background on a potential timeline when library services could be expanded beyond the current essential services phase.

Mr. Archer then discussed what staffing levels look like at the Library right now at both locations and explained how the curbside pickup is working and what other services are slowly

starting up again. This includes delivery to five senior centers and servicing book clubs but without ILL and LINK-IN. He announced that new materials are getting out now and new holds will start getting worked on.

He ended his report by announcing that he is interested in looking into incorporating a drive-up window at the Aspen Drive Library and that it's something the Building & Grounds Committee could discuss. He has already reached out the architects who confirmed that there is a way to do it.

Consideration of Resolution 2019-2020/4 Determining Essential Governmental Functions:

Mr. Archer explained that some libraries are passing similar resolutions to provide clarity on the type of services that are deemed essential. He is requesting that the board consider passing the proposed resolution to serve as a guide while making decisions as the Library moves forward. Some trustees were concerned that passing the resolution will commit the Library to certain services that might end up needing to be rescinded because they aren't safe anymore which would require the board to meet again to take away those services that were deemed essential. After much discussion, trustees determined that the resolution is not necessary because they feel that the direction in which the Library is headed is sound. Bonnie then made a motion to adopt Resolution 2019-2020/4, seconded by Ms. Dobbs. Roll call was as follows: Ayes; None. Nays; Ms. Quirke, Ms. Oakley, Mr. Larson, Ms. Dobbs, Ms. Banek, Ms. Vieth, and Ms. Singer. Motion fails.

Adjournment: Ms. Quirke made a motion, seconded by Ms. Banek to adjourn the meeting. Having no further business, the meeting was adjourned at 7:41 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