

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

June 30, 2020

Call to order: The special meeting of the Cook Memorial Public Library District was held virtually via Zoom on Tuesday, June 30, 2020 in accordance with the Governor's Executive Order No. 5 dated March 16, 2020. The meeting was called to order by President Pro-tem Wendy Vieth at 6:30 p.m. Trustees in attendance in addition to Ms. Vieth were Ann Oakley, Jim Larson, Phyllis Dobbs, Jen Banek, and Karen Singer.

Staff members in attendance were Library Director David Archer and Business Manager Russ Cerqua.

Public Comment: None.

Election of Board President and Any Vacant Officer Seat: Ms. Banek made a motion, seconded by Ms. Singer to nominate Wendy Vieth to the office of President. Roll call was as follows: Ayes; Ms. Vieth, Ms. Dobbs, Mr. Larson, Ms. Oakley, Ms. Banek, and Ms. Singer. Nays; none. Motion carries.

Ms. Vieth made a motion, seconded by Ms. Banek to nominate Jim Larson to the office of Vice-President. Roll call was as follows: Ayes; Ms. Vieth, Ms. Dobbs, Mr. Larson, Ms. Oakley, Ms. Banek, and Ms. Singer. Nays; none. Motion carries.

Ms. Dobbs made a motion, seconded by Ms. Vieth to nominate Jen Banek to the office of Secretary. Roll call was as follows: Ayes; Ms. Vieth, Ms. Dobbs, Mr. Larson, Ms. Oakley, Ms. Banek, and Ms. Singer. Nays; none. Motion carries.

Discussion of Application Process to Fill Vacant Trustee Seat: Ms. Vieth explained that the first step in the process is to post the application on social media, the Library website, a press release and in-library signage and allow 10+ days for residents to apply. Interviews would follow at scheduled special board meetings. Dates would be determined based on how many people apply. She noted that she would like a final decision to be made at the August regular board meeting. Trustees discussed ways of getting the application out to residents and the timeline. It was decided to post the application on July 8, 2020 and leave it open until July 23, 2020. Trustees then went over the application questions and made changes. Ms. Banek made a motion, seconded by Ms. Oakley to direct the director to create a draft of the application for the board to review. Roll call was as follows: Ayes; Ms. Vieth, Ms. Dobbs, Mr. Larson, Ms. Oakley, Ms. Banek, and Ms. Singer. Nays; none. Motion carries.

Initial Review and Discussion of By-Laws: Mr. Archer explained that the copy of the By-Laws being presented at this meeting are revisions that the library attorney had reviewed based on changes to state law of the Library District Act. The bulk of these changes pertain to the requirements needed for trustees to join the Board as well as other changes recommended by the

attorney and administration. He also explained that these changes were initially seen by the Policy Committee in December, 2019 and were slated to go before the board in February. That was delayed when the COVID-19 Pandemic hit. After much discussion, trustees agreed to approve the proposed changes presented tonight at the July 21 board meeting and defer any further changes to a later meeting. They also briefly discussed adding anti-bias training to the July 21 agenda. Mr. Archer explained that at the last meeting it was determined that HR would provide recommended training for trustees and staff for inclusiveness and anti-bias which would be voted on at the July 21 regular board meeting provided there are enough options to choose from. Ms. Vieth noted that training won't begin until the new trustee is in place so that person can go through the same training.

Library Services Update: Mr. Archer referred to the detailed email he sent trustees last week which outlines the plans to reopen the libraries noting that a number of nearby libraries have already reopened or would be reopening soon. He explained that there had been a delay with receiving the safety shields for the public desks so the initial reopening had to be delayed for safety reasons. However, the shields will be arriving on Monday, July 6 and will be installed the same day. This should allow the libraries to open on Tuesday, July 7. Until then, the successful curbside pickup service will continue.

He explained that face masks will be required by staff and patrons at all times. If there is anyone who for whatever reason, cannot wear a mask and will need an accommodation, that person can call the library or email the ADA email address and staff would be happy to select items, deliver them or make other accommodations as needed. He announced that the new self-checkouts are spaced much further apart and are located away from the checkout desk which wasn't conducive for safe social distancing. Capacity inside the library will be at 50% of public areas in both buildings. Mr. Archer noted that Cook Park Library will be transitioning from curbside pickup to the drive-up window in addition to patrons being able to come inside the building for browsing and checking out items. Curbside and lobby pickup will continue at Aspen for those that request it since there is no drive-up window there but that patrons are also welcome to go inside. There will be a limited number of computers with a one hour maximum at both locations.

Some of the services that will not be available for the time being are public seating areas, meeting room use, study room use, digital studio use, workshop use, in-person programs or events, notary services, children's play areas and toy/games, exam proctoring, coffee/snack machines and drinking fountains.

He also noted that the safety rules for staff have been updated for the reopening to follow state and county guidelines regarding face coverings, health checks and potential staff exposure and the procedures that would be followed. Ms. Vieth made a motion, seconded by Ms. Dobbs to approve the reopening of the Cook Park Library and Aspen Drive Library on Tuesday, July 7. Roll call was as follows: Ayes; Ms. Vieth, Ms. Dobbs, Mr. Larson, Ms. Oakley, Ms. Banek, and Ms. Singer. Nays; none. Motion carries.

Adjournment: Ms. Banek made a motion, seconded by Ms. Singer to adjourn the meeting. Having no further business, the meeting was adjourned at 7:38 p.m. Roll call was as follows: Ayes; Ms. Vieth, Ms. Dobbs, Mr. Larson, Ms. Oakley, Ms. Banek, and Ms. Singer. Nays; none. Motion carries.

Respectfully submitted,

James Larson, Secretary

Wendy Vieth, President