

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

October 12, 2021

Call to order: The special meeting of the Cook Memorial Public Library District was held on Tuesday, October 12, 2021 at the Cook Park Library, 413 N Milwaukee Ave., Libertyville, Illinois. A quorum being present, the meeting was called to order by President Wendy Vieth at 6:31 p.m. Trustees present in addition to Ms. Vieth were: Jim Larson, Phyllis Dobbs, Karen Singer, Kristen Palic and Nate Johnson.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua, and Executive Assistant Gabriella Pantle. Also present was ~~district resident~~ **trustee candidate** Deb Ader.

Public Comment: None.

Adjourn to Closed Session: At 6:34 p.m., Ms. Vieth made a motion, seconded by Ms. Dobbs to adjourn to closed session as permitted by (5 ILCS 120/2c-1), for discussion on the selection of a person to fill a public office. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, and Ms. Palic. Nays; none. Motion carries.

Regular Meeting Resumes: The regular meeting resumed at 6:50 p.m.

Appointment of Trustee to Fill a Vacant Seat: Ms. Vieth made a motion, seconded by Ms. Palic to appoint Deb Ader to the trustee position vacated by Laura Valenziano at the end of September. This appointment is contingent upon Ms. Ader's acceptance. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, and Ms. Palic. Nays; none. Motion carries.

Review and Discussion of Library Policies:

Victims' Economic Security and Safety Act (VESSA) Policy

Mr. Archer explained that this policy was revised by legal counsel to be in compliance with H.B. 3582 which amends VESSA to include that victims and family members of victims of violent crimes are subject to the provisions and protections regarding unpaid leave and prohibited discriminatory acts. He noted that previously, VESSA only protected victims and family members of domestic violence, sexual violence, and gender violence. He also noted that a definition for "Crime of Violence" was added to Article I. Ms. Vieth then polled the board for informal approval of the presented changes. All trustees voted yes. This policy will be brought to the next regular board meeting for final approval via a resolution.

Use of the Library Policy

Mr. Archer reported that the entire policy was reviewed by legal counsel with minor revisions in most areas. More substantial revisions were made to Article V, Notary Services. He explained that based on legal counsel's recommendation to reduce liability for the Library, additional documents that Library Notaries are unable to notarize have been identified. Additionally, language has been added establishing that individuals using Library notary services must agree to hold the Library Notary and CMPLD harmless from and against any and all claims and damages arising out of and resulting from any and all errors and omissions. He noted that the Library has \$2 million in Errors and Omissions coverage annually in the insurance policies through LIRA. Mr. Archer also explained that a new section was added for Photography and Video upon recommendation by legal counsel.

After discussion, committee members would like Mr. Archer to ask legal counsel about adding Powers of Attorney to the list of documents that Library Notaries are unable to notarize. They also would like him to ask legal counsel if the Policy should reference the IL Right of Publicity Law in the new Photography and Video Article. Ms. Vieth then polled the board for informal approval of the policy as presented including the discussed changes. All trustees voted yes as amended. If legal counsel agrees to the discussed changes, this policy will be brought to the next regular board meeting for final approval via resolution.

Workplace Violence Policy

Mr. Archer explained that this policy had previously been reviewed by the Board at the March 9, 2021 Special Board Meeting/Policy Workshop. At that time, trustees deferred approval until legal counsel reviewed whether the policy should address off-site services and online or digital threats. Legal counsel agreed and added language to reflect that. After discussion, trustees were concerned that language was not included in the policy for employees who are off-site at training seminars or conferences. Mr. Archer will draft some language and bring it to the next Policy Workshop. Approval of this policy was then deferred until that time.

ADA Compliance Policy

Mr. Archer explained that this policy was reviewed and revised by legal counsel to include language excluding emotional support animals. He further explained that emotional support animals provide comfort or companionship and are excluded from protection under the ADA as well as Illinois law. However, trained service animals which may service psychological or psychiatric disabilities are protected. Ms. Vieth then polled the board for informal approval of the policy as presented. All trustees voted yes. This policy will be brought to the next regular board meeting for final approval by resolution.

Elections Policy

Mr. Archer explained that this policy was reviewed by legal counsel with only minor revisions. Ms. Vieth then polled the board for informal approval of the policy as presented. All trustees voted yes. This policy will be brought the next regular board meeting for final approval via resolution.

Records of the Secretary

Mr. Archer explained that this policy was reviewed by legal counsel with only minor revisions. Ms. Vieth then polled the board for informal approval of the policy as presented. All trustees voted yes. This policy will be brought the next regular board meeting for final approval via resolution.

Bloodborne Pathogens

Mr. Archer explained that this policy was reviewed by legal counsel with only minor revisions. Ms. Vieth then polled the board for informal approval of the policy as presented. All trustees voted yes. This policy will be brought the next regular board meeting for final approval via resolution.

Telecommuting Policy

Mr. Archer explained that this new policy was approved at the August, 2020 board meeting and is included in tonight's packet for review. He further explained that the policy was initially drafted by HR Source and subsequently revised by library legal counsel. The policy allows employees to telecommute intermittently or for an agreed number of hours or days per week if their supervisor and/or Library Director determine that the position and the nature of the job responsibilities are suited for remote work. Permission to telecommute is solely at the Library's discretion and can be withdrawn at any time. Generally, no position exceeds 20% in remote work, with exceptions made for COVID-related circumstances. Ms. Vieth then polled the board for informal approval of the policy as presented. All trustees voted yes. This policy will be brought the next regular board meeting for final approval via resolution.

Ms. Dobbs suggested that the Board revisit the Reimbursement Policy at a later date to discuss employees receiving a stipend while telecommuting. Mr. Archer will confer with library legal counsel.

Adjournment: Ms. Vieth made a motion, seconded by Ms. Dobbs, to adjourn the meeting. Having no further business, the meeting was adjourned at 7:36 p.m. Roll call was as follows: All Ayes; Motion carries.

Respectfully Submitted

Karen Singer, Secretary

Wendy Vieth, President