

**MINUTES OF THE REGULAR MEETING
OF THE LIBRARY BOARD OF TRUSTEES
December 16, 2020**

1. CALL TO ORDER

President J. O’Meara called the teleconference meeting to order at 7:06 p.m. via Zoom, streamed live on YouTube.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

| | |
|------------------------|--|
| Board Present: | Debra Dunne Nina Menis Barbara O’Meara Jeanine O’Meara Ashfaq Syed |
| Board Absent: | Anne Federlein Nick Guo Nancy Hayes Nitin Vig |
| Student Board Present: | Medhani Kalal Jacob Saucier Taylor Ziegler |
| Staff Present: | Dave Della Terza, Executive Director Yan Xu, Nichols Library Manager |
| Others Present: | Raymond Munch, City Budget Manager |

4. CONSENT AGENDA

A. Approval of Minutes

1. November 18, 2020 – Regular Meeting

B. Approval of Expenditures

November, CY20

| | |
|---------------------------------|------------------------|
| Handwritten Checks | \$0.00 |
| Accounts Payable (11/18) | \$ 341,413.28 |
| Payroll (11/6, 11/20) | \$ 835,017.47 |
| Other Payables | \$ 41,579.98 |
| Acct. & Data Processing Charges | <u>\$ 4,037.49</u> |
| TOTAL | \$ 1,222,048.22 |

C. Financial Reports

1. Statement of Cash – November 2020
2. Statement of Revenue and Expense – November 2020

Motion made and seconded to approve the Consent Agenda.

ROLL CALL VOTE:

- o **Aye:** Dunne, Menis, B. O’Meara, J. O’Meara, Syed
- o **Absent:** Federlein, Guo, Hayes, Vig
- ✓ **MOTION DECLARED CARRIED.**

5. COMMUNICATIONS AND PUBLIC FORUM

None.

6. REPORTS

A. Presentation on the Concept of Fine Free Libraries

Nichols Library Manager Yan Xu provided a presentation about fine free libraries both in Illinois and nationwide. The board discussed the presentation and concept.

B. Director’s Report-December

Della Terza updated the board on statistics, library usage, and service levels, including the addition of curbside service. He highlighted a new DVD collection called Binge Boxes, as well as the #NPLSelfiesWithSeuss Program and the start of Winter Reading Program. Della Terza informed the board that staff member Barbara Scheuerman passed away in November. He also informed the board that the library’s budget and tax levy were passed in city council for 2021.

C. Monthly Statistics – November 2020

Monthly Statistics were accepted as presented.

7. OLD BUSINESS

None

8. NEW BUSINESS

A. Review of Standards for 2021 Illinois Per Capita Grant Application

Della Terza informed the board that the library is reviewing the “Serving our Public 4.0” book in preparation for the Illinois Per Capita grant application due in March. Progress is being made on three areas where the library currently does not meet recommendations. The library follows all other standards and will apply for the grant.

B. Update to Public Access Computers Policy

Updates were recommended for the Public Access Computer Policy including changing the name to the Internet and Computer Use Policy. The new policy includes broader language about technology use at the library.

Motion made and seconded to approve the name change and updated recommendations for the Internet and Computer Use Policy.

ROLL CALL VOTE:

- **Aye:** Dunne, Menis, B. O'Meara, J. O'Meara, Syed
- **Absent:** Federlein, Guo, Hayes, Vig
- ✓ **MOTION DECLARED CARRIED.**

C. Update to Unattended Children Policy

Updates were recommended for the Unattended Children Policy including removing a procedural checklist and becoming more inclusive and gentler in some of the language.

Motion made and seconded to approve the updated Unattended Children Policy.

ROLL CALL VOTE:

- **Aye:** Dunne, Menis, B. O'Meara, J. O'Meara, Syed
- **Absent:** Federlein, Guo, Hayes, Vig
- ✓ **MOTION DECLARED CARRIED.**

D. Temporary Change to Library Operating Hours

Della Terza proposed that the library remain closed on Sunday evenings through May or until the pandemic subsides as indicated by either Illinois moving into Phase 5 of the Restore Illinois plan, or students all returning to in person learning full time.

Motion made and seconded to approve the temporary change to library operating hours.

ROLL CALL VOTE:

- **Aye:** Dunne, Menis, B. O'Meara, J. O'Meara, Syed
- **Absent:** Federlein, Guo, Hayes, Vig
- ✓ **MOTION DECLARED CARRIED.**

E. FMLA Extension and Paid Sick Leave Extension Due to COVID-19

The library recommended an extension of the additional 2 week paid sick leave for staff ordered to quarantine by a health official as a result of the COVID-19 pandemic.

The library recommended not extending the EFMLA two-thirds pay for staff whose childcare is affected by COVID-19 restrictions, but rather to offer alternative solutions on a situational basis for affected staff.

Motion made and seconded to approve the FMLA Extension and Paid Sick Leave Extension Due to COVID-19.

ROLL CALL VOTE:

- **Aye:** Dunne, Menis, B. O'Meara, J. O'Meara, Syed
- **Absent:** Federlein, Guo, Hayes, Vig
- ✓ **MOTION DECLARED CARRIED.**

F. Additional Board Comments and Questions

None

9. ADJOURNMENT

Motion made and seconded to adjourn the regular meeting at 8:18 p.m.

Submitted by
Ellen Conlin
Deputy Director