

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
In Person and Virtual Meeting
June 18, 2020**

PRESENT: Tom Blanchard Stella Kalfas
(Board) Wendy Goldstein Allan Ruter
Carol Schmitt Kathy Vega
M. David Johnson, Virtual Attendee

PRESENT: Vickie L. Novak, Library Director
(Staff) Jane Berry, Assistant Director
Christine Klimusko, Business Manager

GUESTS: Katie Salo, GPL Librarian
Caitlin Bergen, GPL Librarian
Sara Brunkhorst, GPL Librarian
Michael White, GPL Librarian – Virtual Attendee

1. CALL TO ORDER AND ROLL CALL

President Vega called the meeting to order at 6:33 p.m. and the roll was called.

President Vega stated that meeting is being held in person and virtually. There are less than 10 people in the meeting room so that the meeting is in compliance with the State of Illinois' Restore Illinois Plan. Guests will be allowed into the meeting room one at a time to address the Board. This will allow the meeting to remain in compliance.

2. APPROVAL OF MINUTES

(a) Regular Meeting of May 21, 2020

MOTION Moved by Goldstein, seconded by Ruter, to approve the Minutes from the Regular Meeting of May 21, 2020.

Voice vote taken. All ayes. No nays. Motion carried.

3. PUBLIC COMMENTS

None at this time.

President Vega reordered agenda at this time.

10. NEW BUSINESS

(d) Review of Emails re: Staff Reopening Concerns

The June board packet included correspondence from some staff members expressing their concern regarding the Library's reopening. President Vega invited staff to address the Board.

Youth Services Librarian Katie Salo addressed the Board. Salo stated that she feels management has done their best given the circumstances. She continued to say that there is a lot about the coronavirus that we do not know. She asked why the Board decided to have staff return to work as a whole and not a phased approach to bring staff back gradually. President Vega stated that the Board is working within the Illinois Reopening guidelines and this is a challenging time as we try to work through it all.

President Vega thanked Salo for her input and said that the Board appreciated her comments. Vega explained that Board and reopening decisions might change if circumstances change.

Youth Services Librarian Sara Brunkhorst feels that the state's guidelines are being neglected. Brunkhorst referred to the Village of Glenview's website and according to the Village's website, the Glenview Public Library is not an essential business. Brunkhorst also stated that the Library is not following many of the Reopening Illinois Phase 3 guidelines. Brunkhorst stated that the Reopen Illinois Phase 3 stresses that only minimum business operations were permitted and that essential staff were required to maintain inventory, process payroll, and provide facilities, whereas the Board has required all staff to return to work.

Trustee Ruter explained that according to RAILS, libraries are government entities and libraries can make their own determination regarding what is and is not essential.

Brunkhorst claimed that the Library did not have the proper Illinois labor posters displayed in the Library. Business Manager Klimusko explained that all required

COVID related posters – facemask, hand washing, social distancing were included in the staff safety handout emailed to all staff. Staff were required to read and understand these materials prior to returning to work. The Business Office had access to the confirmations to ensure that all staff returning to work completed the required safety reading materials beforehand. Klimusko will make sure the staff safety handouts are also laminated and posted in the library. President Vega explained to Brunkhorst that the Board is not making decisions arbitrarily and thanked her for speaking up.

Youth Services School Services Coordinator Caitlin Bergan stated that the Youth Services Department worked very hard during the work from home order to continue to provide services to Glenview patrons. There is a lot of concern from Youth Services staff – there was an informal committee discussing concerns related to returning to the library and it was a disappointment to staff as they believed their concerns were disregarded. Staff is okay with Drive Up service, but question if it is necessary to have all staff in the library in order to support Drive Up window service. Bergan feels that staff should continue working from home at this time. As we look to open to the public, staff is concerned as to how many people will be in the building during hours of operation. There are duties that need to be completed in the building. However, to better protect staff, the library should move forward with fewer employees in the building. Bergan suggested that staff who can work from home should be allowed to work from home to lessen possible Covid-19 exposure to those staff members who are in the building. Staff did a lot of research and put in a great deal of effort into what they considered the next steps should be and feel that their contributions have been disregarded. Bergan stated that just because the state is moving into Phase 4 does not mean that the Library needs do so.

President Vega stated that it is not a punishment or a reflection that people were not working from home. The decision was made in order for the library as a whole to prepare for the return of patrons. The library is in disarray due to construction and needs to be put back in order for the public to return. The Trustees are trying to balance the needs of the community and staff and are very concerned about the safety of everyone in the library facility. The Board will take into consideration comments from staff, and acknowledged that plans may change as the COVID environment is in constant flux.

Trustee Ruter did not know there was a staff committee working on the reopening plan. Novak explained that a committee comprised of both staff and Department Heads had prepared the Reopening documentation presented to the Board over the past two months for the various phases. Ruter felt that there is a perception that the

Board disregarded staff input. Novak further explained that the Department Heads solicited input from their staff regarding the reopening plans and that there was no formal committee. Library Director Novak explained the disconnect may be due to the fact that the Board approved the Library's Reopening Plan for Phase 1 and Phase 2 on May 21st which provided for an initial gradual approach to bringing staff back to the Library when Drive Up service was first beginning. At the June 4th Board Meeting the Board discussed the next phase, which would include bringing all staff back to the Library at the middle of June to prepare for the reopening to the public.

4. APPROVAL OF WARRANTS – All

MOTION Moved by Goldstein, seconded by Ruter, to approve the Warrants of June 18, 2020 in the amount of \$127,806.65.

Roll call vote taken. Blanchard, Goldstein, Kalfas, Johnson, Ruter, Schmitt and Vega vote aye. No nays. Motion carried.

5. EXAMINATION OF FINANCIAL REPORTS AND STATISTICS

(a) Revenues, Expenditures and Fund Balances through April 2020

Library Director Novak presented the financial recap for the period ending April 30, 2020. Novak noted that Library expenses are lower than budgeted at this point, due to the stay at home order and pandemic. Many spring programs were cancelled and program funds were not spent. Technical Services continued to purchase library materials; those invoices will not be generated until the materials are shipped. Vendors have been notified that the Library is open and ready to receive materials.

The Trustees asked if the cost of the personal protective equipment (PPE) will be offset by the lower than budgeted expenses. Novak explained that there was one building-wide deep cleaning before staff returned to work. As more staff return, more PPE will be used. It is very difficult to get hand sanitizer and Clorox or Lysol wipes. Should a staff member contract Covid-19, the library will have to close down and do another deep cleaning.

There are some federal initiatives for the reimbursement of Covid-19 related expense for businesses and the Library is monitoring them to see if we qualify for any of them.

(b) Update re: Pro Forma Special Projects Budget – June 2020

The Board reviewed the Pro Forma Special Projects Budget through June, 2020. President Vega noted there is a shortfall of \$80,000. Vega asked if the Board should transfer the IMET funds of \$50,000 to offset shortfall.

Upon further discussion, the Board decided to wait a few more months before any transfers are made. They will consider using IMET and other additional funds to cover the shortfall and the cost of the Maker Wall at next month's meeting.

President Vega reordered the agenda at this time.

7. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

- (a) Library Director's Report**
- (b) Statistics for May 2020**
- (c) Electronic Statistics for May 2020**
- (d) Library Website Electronic Usage**
- (e) MyPC Reservation Service**
- (f) Inter Library Loan**
- (g) Monthly Vending Summary from Mark Vend**
- (h) Drive-Up Window Usage**
- (i) Staff Reports**
- (j) Report from Associated Technology Partners**

MOTION Moved by Ruter, seconded by Schmitt, to accept the Consent Agenda as presented.

Voice vote taken. All ayes. No nays. Motion carried.

Trustee Goldstein asked if the Library was tracking virtual program attendance. Assistant Director Berry explained that the Library is tracking virtual program attendance, as defined by the State of Illinois.

8. UNFINISHED BUSINESS

None at this time.

9. COMMITTEE REPORTS

(a) Policy Committee

i.) Recommend Approval of the Following Policies

a. Emergency Paid Sick Leave/Public Health Emergency Leave

Bylaws and Policies Chair Goldstein reviewed the Emergency Paid Sick Leave/Public Health Emergency Leave Policy. The policy provides paid time off for COVID related absences, in addition to accrued sick leave and vacation. The Bylaws and Policies Committee recommends the approval of the Emergency Paid Sick Leave/Public Health Emergency Leave Policy.

Library Director Novak noted that Library Staff were not eligible for this leave until June 15, 2020, as staff were paid at 100% during the stay at home order.

MOTION Moved by Committee to approve the Emergency Paid Sick Leave/Public Health Emergency Leave Policy.

Roll call vote taken. Blanchard, Goldstein, Kalfas, Johnson, Ruter, Schmitt and Vega voted aye. No nays. Motion carried.

b. Electronic Attendance at Board Meetings

Bylaws and Policy Chair Goldstein is notifying the Trustees of the final amendment to the Bylaws. This amendment will include the Electronic Attendance Policy. Library Attorney Mike Roth suggested the Trustees amend Article IV, section 11 by including one sentence. This revision to the Bylaws can be voted on after providing the Board with 30 days' notice. This meeting serves as the start date of the formal notification process.

If you have any questions or edits, please contact Library Director Novak or Trustee Goldstein so the changes can be made in the next few days.

10. NEW BUSINESS

(a) Report on Marketplace & Innovation Center Projects

President Vega mentioned that the Marketplace and Innovation Center look terrific and she is excited for patrons to see the new spaces.

Library Director Novak provided an update on the Marketplace and Innovation Center projects. Dewberry Architect Jeff Keppler was on site and inspected the Marketplace and Innovation Center. A final punch list has been created.

The second dye lot of carpeting, earmarked for the second floor, is in transit. The carpeting should arrive in Illinois on Tuesday, June 23rd and be delivered to the library on the 24th. America's Flooring claims that the entire second floor will be completed in two days and will be completed before the public are permitted in the library July 6th.

Buckstaff furniture has experienced delays due to the coronavirus pandemic. Items delayed include lounge chairs, shelving and study carrels. There are a few electrical and USB ports that need to be installed.

Head of Innovation Services Deanna Musurlian has posted the Assistant Head of Innovation Services position and has begun purchasing equipment.

(b) Review & Approval of Draft Reopening Plan, Phase 3

The Management Team, with input from library staff, has prepared the Draft Reopening Plan for Phase 3. Head of Circulation Karen Kee thinks that the Library can open the drop book on Tuesdays and Thursdays. Patrons will be able to return materials on Monday, Tuesday, Thursday and Friday from 9:00 a.m. to 5:00 p.m. and on Wednesday from noon to 8:00 p.m. The Drive Up Window will be open during the same days and times.

MOTION Moved by Ruter, seconded by Schmitt, to approve the Library's Reopening Plan Phase 3, subject to changes based on need.

Voice vote taken. All ayes. No nays. Motion carried.

President Vega reordered the agenda at this time.

(c) Review of Memo re: Transitioning During the Month of July

The Board reviewed Library Director Novak's transitioning memo for the month of July and were in agreement with it.

(e) Implementation Plan Update

The final printed digest sized version of the 2020 Implementation Plan was distributed to the Trustees. President Vega noted that the Plan incorporated the Library's 90th Anniversary branding.

The monthly Implementation Plan summary has been updated through May.

(f) Revised Proposal from Viator Coffee Carts

Following the March Board Meeting, Library Director Novak contacted Austin Massey, Co-owner of Viator Coffee and conveyed the Board's feedback regarding the Viator's coffee cart proposal. He took the feedback into consideration and added evening and weekend hours to the schedule. As suggested, he made the menu more child friendly. Austin also added a revenue-based rebate to the library. He will need a 60-day notice in order to get the cart ready for the Library. The vending machines in the lobby will be eliminated once the cart is up and running.

President Vega feels that Viator will miss potential customers that visit the library in the evenings. If he is not making his minimum revenue figures, he should consider increasing his evening hours. Vega also has reservations regarding the sales minimum of \$175.00 per daily. Vega asked if it was a daily figure or an average daily figure. Novak reads it to be a daily sales figure. Vega asked that they consider changing it to a weekly average.

The Board requested the menu include soft drinks, water bottles and milk. The Board also noted that the contract should be changed from Kane County, Illinois to Cook County, Illinois. The Board would like to move forward with the contract. Library Director Novak will contact Viator with the changes and ask him to proceed with the contract.

(g) Discussion re: Disposition of Old Chairs

Now that the furniture has been delivered, there is an overabundance of older, used task chairs and Buckstaff lounge chairs. According to Library Director Novak, Buckstaff has offered to purchase 20 to 25 of the lounge chairs at \$30.00 per chair. If this acceptable to the Board, Novak will contact Buckstaff and proceed.

There are 115 staff chairs that have been replaced. None of the vendors has shown any interest in disposing of the chairs. Novak would like Board approval to offer

the chairs to staff before we dispose of them. Novak mentioned that the Library offered staff the opportunity to purchase chairs when we moved into the new building in 2010.

MOTION Moved by Ruter, seconded by Schmitt, to authorize the disposition of remaining office task chairs for \$20 per desk chairs and \$30 for Buckstaff lounge chairs. Staff will research the disposal of remaining chairs.

Roll call vote taken. Blanchard, Goldstein, Johnson, Kalfas, Ruter, Schmitt and Kathy Vega voted aye. No nays. Motion carried.

(h) Update re: Parking Lot Remediation Project

Included in the Board Packet is a Parking Lot Remediation Report from Brian Greve. There are additional costs in the project: specifically the number of the double T flange weld repairs. They found many more cracked welds than anticipated. Originally, it was thought there were 50 and they found 72. There will be an additional review of engineering costs and there may be additional costs, as this is beyond the original scope of work.

On a positive note, the remediation project is on target to be completed by July 3rd.

(i) Approval of Revised Contract from Associated Technology Partners

MOTION Moved by Goldstein, seconded by Kalfas, to approve the revised contract from Associated Technology Partners.

Roll call vote taken. Blanchard, Goldstein, Johnson, Kalfas, Ruter, Schmitt and Vega voted aye. No nays. Motion carried.

11. OTHER

Trustee Goldstein recently viewed the Library's Policy Manual in Board Books and noticed that some of the policies were quite outdated. She would like the manual to be as updated as soon as possible. Business Manager Klimusko explained that Assistant Director Berry and Klimusko have been working on the update, and then the Library was closed due to the pandemic. Berry and Klimusko will resume work on the manual as soon as they are able to do so.

MOTION Moved by Ruter, seconded by Blanchard, to move to Executive Session

per Section 2(c)(1) of the Open Meetings Act - Personnel.

Roll call vote taken. Blanchard, Goldstein, Johnson, Kalfas, Ruter, Schmitt and Vega voted aye. No nays. Motion carried.

The meeting moved to Closed Session at 8:13 p.m.

The meeting returned to Open Session at 9:15 p.m.

MOTION Moved by Blanchard, seconded by Schmitt, to authorize President Vega to work with Executive Search Consultant John Keister to hire the next library director as discussed in Executive Session.

ROLL call vote. Blanchard, Goldstein, Johnson, Goldstein, Schmitt and Vega voted ayes. Ruter voted nay. Motion carried.

6. PRESIDENT'S REPORT

President Vega read the Resolution celebrating the accomplishments of Library Director Vickie L. Novak during her 18 years as Library Director of the Glenview Public Library. Vega said the Board thanks Novak for her 18 years of service and wishes her all the best as she retires.

13. ANNOUNCEMENTS

Budget and Finance Committee Chair Ruter reminded the Committee Chairs that each Committee should meet to determine if they have any items that will need to be considered during the FY2021 Budget process.

Library Director Novak asked the Board for the FY2021 budget guidelines. Trustee Ruter stated that the Department Heads should prepare a budget with the expectation that the budget would not increase and to identify, for consideration by the Board, special projects not to exceed 5%.

The Trustees asked Business Manager Klimusko to prepare a list of COVID related expenses incurred to date.

14. ADJOURNMENT

MOTION Moved by Ruter, seconded by Schmitt, to adjourn.
Voice vote taken. All ayes. No nays. Motion carried.

The meeting adjourned at 10:24 p.m.

Respectfully submitted,

**Tom Blanchard, Secretary
Glenview Public Library Board of Trustees**