

MEETING MINUTES
HOMEWOOD PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Board Meeting, October 21, 2020
7:00 P.M.

Due to the continued concerns related to the transmission of COVID-19 and the determination that meeting in person in any library space at this time would not be considered practical or prudent this meeting was conducted electronically in full compliance with the Open Meetings Act.

Members of the public wishing to share public comment were urged to send their public comments via e-mail to hplhelp@homewoodlibrary.org to be read aloud during the meeting.

Members of the public wishing to phone in to participate in the meeting were given the following information: Dial +312 626 6799 from any phone and enter meeting ID # 829 2296 9191

Call to order

President River called the meeting to order at 7:03 p.m. **Present:** Trustees River, Ward, Nowak, Martin, Gildart, and Harris. Director Waltman was also present. **Absent:** Trustee Bouchie.

Introduction of Guests

No guests were present

Public Comments to be read

There was no public comment.

Comment Sheets

There were no comment sheets.

CONSENT AGENDA (Action with Roll Call Vote)

Approval of the Minutes

- Approval of the minutes of the regular Board meeting September 16, 2020
- Approval of the minutes of the special Board meeting September 21, 2020

Acceptance of the Financial Report of September, 2020

- Approval of the General Fund Check Registers dated September 16 and September 30, 2020
- Acceptance of the Bills Payable Report in the amount of \$195,573.39
- Payroll, IMRF and FICA payments September, 2020
- Balance sheet as of September, 2020
- FY 2020 YTD Actual vs. Budget

Acceptance of the August 2020 Statistical Reports

Trustee Ward motioned and Trustee Nowak seconded to approve the Consent agenda. **Ayes:** Ward, River, Gildart, Nowak, Harris, Martin. **Nays:** None. Motion carried.

Old Business

- **Polling Place November 3**

Information was shared with the Board regarding how things will be set up for the library to be a polling place and how it will be staffed that day. There was no action nor recommendation to make any changes to the plan.

New Business

- **Staff Presentation (s)**

As discussed the library staff will be sharing information about their positions with the Board each meeting. This meeting Business Manager, Leslie Stark and Manager of Library Services, Amy Hollis submitted written descriptions that were included in the board packet. There were no questions about these descriptions. Patron and Bibliographic Services Manager, Karin Gerson, shared in person (via zoom) with the Board her many duties, including the effects COVID has had on her job and how things are changing all the time. The Board expressed appreciation for the work of all the managers.

- **Cook County IGA Resolution (action)**

As part of the Cook County PPE Grant application process for \$5000 in grant funds, all Boards of Trustees must pass and Intergovernmental Agreement (IGA), to be submitted with the grant application materials by October 30, 2020.

Trustee Harris motioned and Trustee Ward seconded to approve the proposed IGA Resolution with Cook County. **Ayes:** Ward, River, Gildart, Nowak, Harris, Martin. **Nays:** None. Motion carried.

- **Per Capita Grant Requirements**

The Board discussed the best way to proceed with fulfilling the Per Capita requirement for 2021. This year the Per Capita grant requirement is for the Board and staff to review the most recent version of Serving Our Public, 4.0., in its entirety. It was agreed that Director Waltman will compile the checklists in each chapter and make notations about HPL for each and share them at the next Board meeting for discussion.

- **Staff Recognition**

The Board discussed wanting to do something special for staff as a thank you for the extra effort people have been making in so many ways as a result of COVID-19. It was mentioned that we are close to the time of year when staff receive a holiday gift, so, perhaps, putting the two together would be the way to go. The Board also wanted to include the managers.

Trustee River motioned and Trustee Ward seconded to give staff a \$50 gift card and to give the managers a \$100 gift card. **Ayes:** Ward, River, Gildart, Nowak, Harris, Martin. **Nays:** None. Motion carried.

Additionally, Director Waltman shared with the Board her interest in giving an additional stipend to one staff member who worked above and beyond during extenuating circumstances, because of COVID-19, without whose assistance the building would not have been ready for reopening. Because this position is a union position the union will have to be consulted and approve this one time stipend if approved by the Board of Trustees.

Trustee River motioned and Trustee Nowak seconded awarding a one-time stipend to this staff member in the amount of up to \$500. **Ayes:** Ward, River, Gildart, Nowak, Harris, Martin. **Nays:** None. Motion carried.

- **Building walk through**

The Board decided to do a building walk through November 11th at 6:30 pm.

Director's Report

- SAM account
- Staffing
- Donation
- Serving Our Public 4.0
- Cook County Grant Application
- Marketing Committee
- Mask Contest Winner

Additionally, Director Waltman shared that information about HPL Trustee positions available during the upcoming election in April, 2021 would be added to the web site.

Board Committee Reports

- Facility
- Finance
- Personnel
- Policy

Adjournment

Trustee Nowak motioned to adjourn at 8:14 p.m. and Trustee River seconded. Ayes: Ward, River, Gildart, Nowak, Harris, Martin. Nays: None. Motion carried.