

MEETING MINUTES
HOMEWOOD PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Board Meeting, July 15, 2020
7:00 P.M.

Due to the current shelter in place order for the state of Illinois 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 hear the meeting were told to do so as follows:

Dial +312 626 6799 from any phone and enter meeting ID # 873 6724 3692.

The meeting was called to order by President River at 7:03 p.m., noting that it would not have been practical or prudent for an in person meeting at this time.

Present: Trustees River, Gildart, Harris, Ward and Martin and Library Director Waltman.

Absent: Trustees Nowak and Bouchie. Trustee Nowak joined the meeting at 7:23 p.m.

There were no guests.

There was no public comment.

CONSENT AGENDA (Action with Roll Call Vote)

Approval of the Minutes

- Approval of the minutes of the regular Board Meeting, June 17, 2020
- Approval of the minutes of the executive session June 17, 2020

Acceptance of the Financial Report of June, 2020

- Approval of the General Fund Check Register dated June 24 and July 8
- Acceptance of the Bills Payable Report in the amount of \$164,655.07
- Payroll, IMRF and FICA payments June 2020
- Balance sheet as of June, 2020
- FY 2019 YTD Actual vs. Budget

Acceptance of the June 2020 Statistical Reports

Trustee Gildart motioned and Trustee Harris seconded to approve the consent agenda with the amendments to President River's forthcoming statement as discussed.

Ayes: Gildart, Martin, Harris, Ward and River. **Nays:** None. Motion carried.

Old Business

CLOSED SESSION

- Executive Session for the purposes of discussing “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body” (5 ILCS 120/2(c)(1)). (action)

No closed session took place. President River summarized the discussion regarding the Library Director's performance and raise recommendation which took place during closed session at the June, 2020 meeting.

Trustee Ward motioned and Trustee Harris seconded to increase the Library Director's salary to \$90,000 annually, retroactive to July 1st.

Ayes: Gildart, Martin, Harris, Ward and River. **Nays:** None. Motion carried.

New Business

- Ordinance No. 20-3 Ordinance Authorizing Levy of an Additional Tax for the Maintenance, Repairs, and Alteration of the Library Building and Equipment (action)

Director Waltman presented the Board of Trustees with Ordinance No. 20-3 Authorizing Levy of an Additional Tax for the Maintenance, Repairs, and Alteration of the Library Building and Equipment

Trustee River motioned and Trustee Ward seconded approval of the Ordinance as presented.

Ayes: Gildart, Martin, Harris, Ward and River. **Nays:** None. Motion carried.

- FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19 (action)

Director Waltman presented the Board of Trustees with the FMLA Expansion and Emergency Paid Sick Leave Policy Due to COVID-19, which was vetted and approved by the attorney at HR Source.

Trustee River motioned and Trustee Ward seconded approval of the policy as presented.

Ayes: Gildart, Martin, Harris, Ward and River. **Nays:** None. Motion carried.

- Continue Fine Free For Now (no fines, no auto renewals or revert to previous system which was 2 auto renewals and fines of \$.10/day for books and increasing from there depending on item type) (action)

There was no action on this item. The Board agreed to revisit making changes possibly next month.

- Homewood residents only/curbside pick-up for non-residents (action)

There was no action on this item. The Board agreed to revisit making changes possibly next month.

- Stamps for checks and process approval (action)

At a previous meeting Susan Wade from First Midwest Bank presented various check signing options to the Board of Trustees, including the use of signature stamps, as long as specific safety protocols were followed. The Board discussed the appropriate signature stamps to be acquired and agreed the stamps should be those of the Board President and Treasurer. The safety protocol includes that only one staff member shall have access to the signature stamps and that a different staff member, only, shall have authorized use of the stamps. At HPL the Library Director shall be the keeper of the stamps and the Business Office Manager shall be the authorized user of the stamps. The stamps shall only be used with written consent. Director Waltman shall proceed with acquiring the signature stamps.

Trustee River motioned and Trustee Harris seconded the acquisition of signature stamps and the process for use as outlined.

Ayes: Gildart, Martin, Harris, Ward, Nowak and River. **Nays:** None. Motion carried.

- Quarantine After Travel Policy (action)

Director Waltman presented the Board of Trustees with the Quarantine After Travel Policy which was vetted and approved by the attorney at HR Source. There was some discussion regarding current staff residing outside of Illinois and individual situations that may need to be handled on a case by case basis should Indiana become an identified "hot spot" state.

Trustee River motioned and Trustee Ward seconded approval of the Quarantine After Travel Policy as presented.

Ayes: Gildart, Martin, Harris, Ward, Nowak and River. **Nays:** None. Motion carried.

- Director evaluation

The Board of Trustees discussed the need to do a formal evaluation process at this time and/or when to do so moving forward. It was agreed that the vote to give Director Waltman a raise at this time was a form of evaluation in and of itself and that a formal, extensive evaluation had been done earlier in 2020. The Board agreed to plan for another formal Library Director evaluation in roughly one year.

Director's Report

- Reopening
- Labor Management Meeting
- Air Conditioning/HVAC issues
- Resuming resource sharing August 12
- Art follow up

Additional information regarding the untimely death of staff member Tony Coleman was shared and discussed.

Board Committee Reports

- Facility
- Finance
- Personnel
- Policy

There were no reports.

Adjournment

President River motioned to adjourn at 8:16 p.m. and Trustee Ward seconded.

Ayes: Gildart, Martin, Harris, Ward, Nowak and River. **Nays:** None. Motion carried.