

**MEETING MINUTES**  
**HOMWOOD PUBLIC LIBRARY DISTRICT**  
**BOARD OF TRUSTEES**  
**Regular Board Meeting, January 20, 2021**  
**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](mailto:hplhelp@homewoodlibrary.org) to be read aloud during the meeting.

Members of the public wishing to phone in to hear the meeting could have done so as follows:

Dial +312 626 6799 from any phone and enter meeting ID # 810 5729 0927 passcode: 675011

**Call to order**

The meeting was called to order at 7:01 p.m.

**Attendance:** Trustees River, Ward, Nowak, Gildart, and Harris were present, as was Library Director Waltman. Trustees Bouchie and Martin were absent.

**Introduction of Guests**

There were no guests present.

**Public Comments to be read**

There were no public comments.

**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 November 18, 2020
- Approval of the minutes of the Special Board Meeting, December 2, 2020

Acceptance of the Financial Report of November, 2020 and December, 2020

- Approval of the General Fund Check Registers dated November 12 and November 25, 2020, December 9, 2020, December 28, 2020 and January 1, 2021
- Acceptance of the Bills Payable Report in the amount of \$282,995.03
- Payroll, IMRF and FICA payments November 202 and December 2020

- Balance sheet as of November and December , 2020
- FY 2020 YTD Actual vs. Budget

Acceptance of the November and December 2020 Statistical Reports

Motion: Trustee Ward motioned to approve the Consent Agenda as presented and Trustee Nowak seconded. Roll call vote: Ayes: River, Ward, Nowak, Gildart and Harris. Nays: None. Motion carried.

### **Old Business**

- Reopening 2021 (action)

Trustee River suggested tabling the discussion until the next meeting based on current COVID concerns. Trustee Ward asked what primary needs are not being met while being closed. Director Waltman stated computer use and scan/fax needs are popular and unavailable.

Trustee River motioned and Trustee Ward seconded to revisit reopening discussion at next month's meeting and have Director Waltman pursue obtaining lap tops to check out to patrons. Roll call vote: Ayes: River, Ward, Nowak, Gildart and Harris. Nays: None. Motion carried.

- Quarantine After Travel Policy

Director Waltman presented the Quarantine After Travel Policy to be updated to reduce the required quarantine period from 14 days to 10 days, in compliance with the currently recommended CDC guidelines.

Trustee Ward motioned to approve the policy changes as presented and Trustee Gildart seconded. Roll call vote: Ayes: River, Ward, Nowak, Gildart and Harris. Nays: None. Motion carried.

- COVID-19 Staff Guidelines Update

Director Waltman alerted the Board that the COVID-19 Staff Guidelines was being changed to include the following language:

A mask ~~should~~ **must** be worn when you are walking around **and/or in a shared workspace and/or in a workspace you could possibly be** approached by others.

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

Director Waltman presented the FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19 to be updated to include new dates for 2021.

Trustee River motioned to approve the policy changes as presented and Trustee Gildart seconded. Roll call vote: Ayes: River, Ward, Nowak, Gildart and Harris. Nays: None. Motion carried.

## **New Business**

- Position Consideration

Director Waltman reviewed the job description and position justification included in the Board packet and shared the positive feedback received from the managers about the creation of the position. The merits of adding the position were discussed as well as the fact that a similar position existed previously and was eliminated. If approved by the Board of Trustees Director Waltman's next step will be to contact the union for feedback.

Trustee River motioned to approve the position as presented and Trustee Nowak seconded. Roll call vote: Ayes: River, Ward, Nowak, Gildart and Harris. Nays: None. Motion carried.

- FSA extension

Information regarding the FSA extension was included in the board packet. There were no questions nor any discussion.

- Staff Overviews – Cooper Dague and Kate Arnold

Good information was received from both staff members, though some Trustees had technical difficulties accessing some of the online components for Mr. Dague.

## **Closed Session**

- Pursuant to 5 ILCS 120/2 (c) semi-annual review of closed session minutes

This review was tabled until the next meeting so that action could be taken.

## **Director's Report**

- Holiday fun
- Staffing updates
- Grant updates
- LIRA report
- Building preparations for reopening
- Added Services
- SWAN pricing

Director Waltman also shared information about the upcoming Legislative Meet-ups and said she would send the link to the Trustees for anyone interested in attending. New

information about the inclusion of magazines which will be available via Overdrive was also shared.

### **Board Committee Reports**

- Facility
- Finance
- Personnel
- Policy

There were no reports.

### **Adjournment**

Trustee River motioned to adjourn at 8:05 pm and Trustee Nowak seconded. Roll call vote: Ayes: River, Ward, Nowak, Gildart and Harris. Nays: None. Motion carried.