

**MEETING MINUTES  
SPECIAL BOARD MEETING  
THURSDAY, DECEMBER 30, 2021  
7 pm**

Due to 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 join the meeting could do so as follows:

Dial (1-312-626-6799) and enter meeting ID: 875 9428 7823

or join via the zoom link:

<https://us02web.zoom.us/j/87594287823?pwd=Z1hFOXRQaW1XQ2NvSmlhUWJITTdXUT09>

Meeting Passcode: 795564

**Call to order**

The meeting was called to order at 7:01 p.m. **Present:** Trustees River, Gildart, Ward, Nowak, Harris, Martin and Uecker. Director Waltman and HPL Staff members Angela Messaglia and Nathan Hare were also present. Public member Jay U. (no correct name spelling information available) was also present.

**Introduction of Guests –**

Public member Jay U. introduced herself as a member of the community

**Public Comments to be read**

None

**1. COVID precaution considerations for patrons and staff (action)**

Director Waltman typed the following recommendations in the zoom chat box as the meeting began, based on discussion with the other department managers:

#1- remove all seating on the first floor

#2- put out signage on doors encouraging short visits

#3 - continue to allow computer use with consideration of reduction of time , and allowing 2 lap top users

#4- use drive through only on Sundays and in the evenings

#5- reduce staffing needs at service desk: one person on the main floor, one person in circulation, one person in the computer areas (with the possibility of adding a second at one end during busy times), and closing the FORT, except to those getting books from the collection

The above listed recommendations were discussed and the following were added:

#6 - make hourly announcements reminding patrons to properly wear masks and to keep visits short

#7- close the upstairs FOHL Book sale (for this period of time)

There was also discussion of the availability of HPL wifi in the parking lot, which is accessible. Additionally, there was some discussion of requiring vaccination proof of those entering the building. It was agreed this would be difficult to manage on site.

Discussion of what parameters would be used to determine whether the library should close also took place. The group agreed, collectively, that due to the current circumstances no specific numbers that are being collected and shared would be sufficient to determine a need to close but meeting again to discuss closing would be a consideration if the situation worsened.

Trustee Uecker motioned and Trustee Nowak seconded to approve the recommendations presented as well as numbers 6 and 7 regarding announcements and the FOHL sale. **Ayes:** River, Harris, Martin, Uecker, Ward, Gildart and Nowak. **Nays:** None. Motion carried.

The Board also requested Director Waltman contact Attorney Tom Melody regarding the legal ramifications of putting signage around stating people need to be vaccinated to enter the building. (This was not recommended by Melody)

## **2. Other COVID related matters (action)**

Director Waltman shared that some libraries are serving as COVID test sites and asked if the Board would approve HPL providing that service. Trustee Harris mentioned he might have a good contact for providing this service.

Trustee River motioned and Trustee Martin seconded approval of HPL providing space for COVID testing services. All ayes. Motion carried.

## **3. Adjourn**

Trustee Uecker motioned and Trustee Nowak seconded to adjourn the meeting at 8:27 pm. All ayes. Meeting adjourned.

**The next regular Board meeting is scheduled for January 19, 2022.**

**The Homewood Public Library District is subject to the requirements of the Americans with Disabilities Act of 1990. Any individuals who plan to attend and/or participate in the meeting and who require certain accommodations are asked to phone the Library Director at (708) 798-0121 x.214, at least one working day prior to the meeting to arrange for accommodations.**