

**MEETING MINUTES  
HOMWOOD PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Regular Board Meeting, November 18, 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](mailto: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 # 834 8938 5916 passcode: 186339

**Call to order**

President River called the meeting to order at 7:01 p.m.

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

**Introduction of Guests**

There were no guests present

**Public Comments to be read**

There was no public comment submitted

**Comment Sheets**

Only one comment sheet was submitted (which addressed the print system and a system used by the patron in another state which he preferred to ours)

**CONSENT AGENDA (Action with Roll Call Vote)**

Approval of the Minutes

- Approval of the minutes of the regular Board meeting October 21, 2020

Acceptance of the Financial Report of October, 2020

- Approval of the General Fund Check Register dated October 13 and October 28, 2020
- Acceptance of the Bills Payable Report in the amount of \$155,036.73
- Payroll, IMRF and FICA payments October 2020
- Balance sheet as of October , 2020

- FY 2020 YTD Actual vs. Budget

Acceptance of the October 2020 Statistical Reports

Trustee Nowak motioned and Trustee Ward seconded approval of the Consent Agenda. Roll call vote **Ayes:** Ward, River, Gildart, Nowak, Bouchie. **Nays:** None.

### **Old Business**

- Staff Recognition

After some discussion of various options it was agreed that the Board had already voted at a prior meeting to give all staff gift cards in 2020 and that it might be best to hold off on something additional for staff until 2021, when COVID-19 restrictions, hopefully, are fewer.

### **New Business**

- Days Closed 2021

Trustee Bouchie motioned and Trustee Nowak seconded to approve the Days Closed for 2020 as presented. Roll call vote **Ayes:** Ward, River, Gildart, Nowak, Bouchie. **Nays:** None.

- Trustee Terms – with the April, 2021 election coming up Director Waltman was looking to the Board for confirmation that at no time was a resolution passed changing any of the 6 year terms to 4 year terms. It was agreed to the best of anyone's knowledge all terms are presently 6 years. This will also be confirmed with the County Clerk's Office.
- Per Capita Grant Requirements. Check list review.

There was some discussion of the lengthy document outlining all check lists for all chapters of Serving Our Public 4.0 presented to the Board, which identified a few areas to be addressed, and identifying most all areas as in compliance. Trustee Gildart mentioned Chapter 11 and the need to address youth with disabilities. Trustee Nowak mentioned the budget recommendation for staffing as being very close but possibly slightly over the recommended 70% and Trustee River mentioned the need do more frequent policy and collection development policy reviews as mentioned in Chapter 2. Additionally, it was pointed out that this might be a good time, with so many staff working at home, to have staff in the related areas look at the needs and come up with suggestions, etc.

- Reopening (including senior hours)

There was some discussion of the reopening plan as presented. There were some additions/revisions suggested. For convenience, the final version is attached here.

Trustee River motioned and Trustee Gildart seconded to approve the November 2020 Reopening Plan with the suggested revisions. Roll call vote: **Ayes:** Ward, River, Gildart, Nowak, Bouchie. **Nays:** None.

- Allowable Masks, Updated Mask Policy

There was some discussion of the language presented defining an acceptable mask, the wearing of which was incorporated into the patron behavior guidelines, June, 2020 and set forth and distributed before reopening in the staff guidelines, July 2020. Some additions and revisions to the language were suggested. For convenience, the final version is attached here.

Trustee River motioned and Trustee Bouchie seconded to approve the Updated Mask Policy with the suggested revisions. Roll call vote: **Ayes:** Ward, River, Gildart, Nowak, Bouchie. **Nays:** None.

- Ordinance No 20-5 – Levy (action)

Various increases to the levy to be submitted were presented and discussed, as well as the potential ramifications for over and/or under levying. The board was also advised, based on the legal timelines regarding the levy that an additional meeting and public hearing would need to be scheduled and the dates within those would need to occur, as well as the dates for the related legal notices. After discussion the board concurred that a .02 increase would be sufficient and a December 2 meeting worked with trustee schedules.

Trustee Ward motioned and Trustee Nowak seconded to increase the levy by .02 and to host the public hearing for the levy at 6:45 pm, December 2<sup>nd</sup> and the Special Board meeting to approve the levy at 7 p.m. December 2<sup>nd</sup>. Roll call vote: **Ayes:** Ward, River, Gildart, Nowak, Bouchie. **Nays:** None.

## **Director's Report**

- PPE Grant Funding
- Staffing
- Reopening Plan
- Donation
- Serving Our Public 4.0
- Cook County Grant Application

## **Board Committee Reports**

- Facility
- Finance
- Personnel
- Policy

There were no committee reports.

### **Adjournment**

Trustee Nowak motioned to adjourn the meeting at 8:30 pm and Trustee River seconded. Roll call vote: **Ayes:** Ward, River, Gildart, Nowak, Bouchie. **Nays:** None.