



**MINUTES OF THE LA GRANGE PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR MEETING**

March 17, 2020

PRESENT IN-HOUSE: Katie Allan, Tom Krueger, Becky Spratford

PRESENT REMOTELY: Elizabeth Crewe, Joyce Hagen-McIntosh, Angie Larson, Shannon Rischow

ABSENT: None

STAFF PRESENT IN-HOUSE: Charity Gallardo, Roberta Richter, Debbie Darwine, Chuck Johnson, and Peter Van Kempen

VISITORS PRESENT REMOTELY: Jeanne Jesernik

Meeting called to order by Hagen-McIntosh at 7:01 pm.

MOTION TO APPROVE AGENDA and MOTION TO SUSPEND THE BYLAW REQUIRING A PHYSICAL QUOROM AS IT APPLIES TO THIS MEETING AND CLOSED SESSION AND SUSPEND THE LAW THAT PUBLIC COMMENT BE MADE BY PHYSICAL PRESENCE, MOVING PUBLIC COMMENTS NOT ON THE AGENDA TO AFTER PUBLIC COMMENT ON THE AGENDA, AND POSTPONING THE ANNUAL REPORT ON COMMUNITY ENGAGEMENT TO A SUBSEQUENT MEETING.

A motion made by Spratford.

Seconded by Allan.

Approved, all ayes.

MOTION PASSED

PUBLIC COMMENTS ON THE AGENDA:

None

PUBLIC COMMENTS NOT ON THE AGENDA:

None

UNFINISHED BUSINESS:

Basement Water Infiltration:

IT & Operations Manager Peter Van Kempen offered a Power Point presentation regarding the water exploration issues. The exploration will be complete by week's end. From what the evidence shows, the infiltration is due to the water table and currently relegated to the mechanical room. Van Kempen stated that the next step will be to engage engineers on the project to see what type of remediation can be performed.

NEW BUSINESS

ANNUAL REPORT: COMMUNITY ENGAGEMENT:

Postponed

DRAFT OPERATION BUDGET FY2020-21:

The committee and Executive Director went through details of the budget at the most recent Finance Committee meeting and the committee recommends adoption of the draft budget.

PANDEMIC/INFLUENZA RESPONSE PLAN:

There was discussion about what types of resources and programming will be provided online and what type of work and projects will be done while working remotely. The Trustees wanted to express their concerns for staff health and safety. Hagen-McIntosh will remain in regular contact with Gallardo. A Special Board Meeting is scheduled for March 30, 2020 at 7 p.m.

SICK LEAVE POLICY REVISION

MOTION TO APPROVE REVISED POLICY:

Allan motioned to approve the revisions to the Sick Leave policy. The motion was seconded by Spratford.

ROLL CALL VOTE

Allan: aye.

Crewe: aye.

Krueger: aye.

Larson: aye.

Rischow: aye.

Spratford: aye.

Hagen-McIntosh: aye.

MOTION PASSED

**CODE OF CONDUCT POLICY (FORMERLY PATRON BEHAVIOR POLICY)
REVISION**

MOTION TO APPROVE REVISED POLICY:

Allan motioned to approve the revisions to the Code of Conduct Policy (Formerly the Patron Behavior Policy). The motion was seconded by Krueger.

ROLL CALL VOTE

Allan: aye.

Crewe: aye.

Krueger: aye.

Larson: aye.

Rischow: aye.

Spratford: aye.

Hagen-McIntosh: aye.

MOTION PASSED

COMMITTEE REPORTS:

Finance & Advocacy:

The budget was the topic of discussion at the most recent meeting. The Library's internal staff Connection Team is up and active.

FOL Liaison:

The Friends had planned to decide on an annual meeting date. Due to COVID-19, the date decision has been postponed. The Friends agreed to the Library's funding requests. A book cart will be purchased to decorate as part of a summer art project. They also agreed to provide funds for prizes for the upcoming Open House, funds for furniture for the tween area, and funds for gift certificates for Library Workers' Appreciation Day.

RAILS/ILA Liaison:

Information regarding COVID-19 is being updated on the RAILS website. Spratford is running for a seat on the RAILS Board as a Trustee Member.

Policies & Services:

None

Village Liaison:

None

EXECUTIVE DIRECTOR'S REPORT:

Gallardo enjoyed the PLA Conference. The Trustees liked the conference report structure. There were compliments to the staff in the communications this month.

MOTION TO APPROVE OMNIBUS AGENDA:

Spratford motioned to pass the Omnibus Agenda including the Minutes of the Regular Board Meeting of February 18, 2020, Minutes of the Finance and Advocacy Committee Meeting March 9, 2020, the Treasurer's Report, and the Operating Warrant, March 17, 2020. Seconded by Allan.

ROLL CALL VOTE

Allan: aye.

Crewe: aye.

Krueger: aye.

Larson: aye.

Rischow: aye.

Spratford: aye.

Hagen-McIntosh: aye.

MOTION PASSED

TRUSTEE COMMENTS:

Trustees were particularly impressed with Gallardo's reaction to the current stressful situations. They were grateful to both Gallardo for having grace under pressure and to Hagen-McIntosh for remaining in constant contact with Gallardo. They noted the professionalism and courtesy of staff to the public and the good open dialogue and lines of communications coming from Gallardo. Gallardo will assess employees' ability to work remotely and ensure that staff are provided with necessary resources. The building will be regularly monitored by staff and staff will be allowed permission to enter the building when completing essential duties. Regarding the Director's evaluation, Gallardo will have her review in to the Trustees by April 1, 2020 and the Trustees have to April 14, 2020 to submit them to Hagen-McIntosh. Trustees thanked staff members who were in

attendance for the meeting. Gallardo and Richter were asked to stay for closed session.

CLOSED SESSION:

At 8:36 p.m., Spratford moved to go into Executive Session pursuant to 5 ILCS 120/2(c)(1).

Seconded by Allan.

ROLL CALL VOTE

Allan: aye.

Crewe: aye.

Krueger: aye.

Larson: aye.

Rischow: aye.

Spratford: aye.

Hagen-McIntosh: aye.

MOTION PASSED

ADJOURNMENT: Hagen-McIntosh adjourned the meeting at 9:30 p.m.

Submitted by:

Roberta Richter, Business Manager