

**Forest Park Public Library
Board of Trustees Monthly Meeting Minutes
April 20, 2020
Virtual Meeting, 7:00 pm**

Opening of Meeting

- A. Karen Childs called the meeting to order at 7:01 pm.
- B. Roll call: Trustees present: Lin Beribak, Karen Childs, James Pekoll, Brooke Sievers, and Emily Victorson. Staff present: Pilar Shaker and Alicia Hammond. Guests present: three (Carolyn Horan, Michael O'Connor, Keary Bramwell).
- C. Sievers made a motion to approve the agenda for the April 20, 2020, Board meeting, as submitted. Pekoll seconded the motion and it carried.
- D. Beribak made a motion to approve the March 16, 2020, Board meeting minutes, as submitted. Victorson seconded the motion and it carried.

No public comments submitted.

Reports

- A. Director's Report: Director Shaker talked about the impact of the expected property tax income deficit. Shaker is proposing not increasing staff salaries this year (to be voted on later) in expectation of the budget shortfall. Victorson asked about book purchasing and what's happening with the materials budget. Shaker said that they will listen to community needs and read through journals to determine soon-to-be popular authors. Victorson also requested that the wifi outside of the building be promoted. Victorson inquired if Shaker can just sign the checks or if she needs a board member. This will be addressed at the later vote.
- B. Treasurer's Report: Beribak ensured the Board members received her synopsis. The materials spending is low because we were in a construction project and then the library closed due to COVID-19. We expect to have a cushion from FY20 to hold us over until FY21 tax income is received. The Finance Committee is expected to meet in the fall to address future health insurance increases.
- C. Board Committee Reports: none
- D. Trustee Reports: Victorson is making masks for the staff.

New Business

- A. Sievers made a motion to approve the payment of bills in the amount of \$81,195.17. Pekoll seconded the motion and it carried.

Beribak aye Victorson aye

Pekoll aye Childs aye
Sievers aye

B. Beribak made a motion to approve the payment of the April 24, 2020, and May 8, 2020, payrolls. Victorson seconded the motion and it carried.

Beribak aye Victorson aye
Pekoll aye Childs aye
Sievers aye

C. Sievers made a motion to approve the Resolution 020-003 Authorizing the Director to Make Recurring Payments, as submitted. Beribak seconded the motion. Discussion: Sievers asked what “recurring payments” means. Shaker explained that the check list will still be included in the Board packet and as long as we can use Zoom for meetings, then the Board can continue to approve them. Recurring means any vendor that we have existing contracts with or repetitive business with. The motion carried.

Beribak aye Victorson aye
Pekoll aye Childs aye
Sievers aye

D. Victorson made a motion to approve reimbursement to staff S. Lavine in the amount of \$14.99, as submitted. Childs seconded the motion and it carried.

Beribak aye Victorson aye
Pekoll aye Childs aye
Sievers aye

E. Sievers made a motion to approve the Board Officer Election Results, as submitted. Beribak seconded the motion. Discussion: all current officers expressed interest in keeping their current position. Childs as President, Victorson as Vice President, Beribak as Treasurer, and Sievers as Secretary and it carried.

Beribak aye Victorson aye
Pekoll aye Childs aye

Sievers aye

F. Discussion of employee pay structure during the library closure. Shaker explained that our current policy states FPPL will pay staff when the Library closes with less than two days notice. Staff had two days' notice and have been paid their full rate since the closure. Shaker explained the property tax collection cycle and when the library would run out of money. Sievers pointed out the increase in unemployment insurance, loss of employee morale, loss of staff, and the personnel stress of replacing staff.

G. Sievers made a motion to approve the Long Term Closure Policy, as submitted. Beribak seconded the motion. Beribak and Victorson asked for clarifications on the difference between furlough and laid off. The motion carried.

Beribak	aye	Victorson	aye
Pekoll	aye	Childs	aye
Sievers	aye		

H. Sievers made a motion to approve the Code of Conduct Revision, as submitted. Childs seconded the motion. Discussion: Shaker explained the legal opinions about asking someone if they are ill. The added line addresses the Library being able to ask patrons and staff to wear masks and/or gloves while they're in the building. The motion carried.

No executive session

Adjournment

Victorson made a motion to adjourn at 7:44 pm. Beribak seconded the motion and it carried.

Respectfully submitted,
Brooke Sievers, Secretary