

**Forest Park Public Library
Board of Trustees Monthly Meeting Minutes
May 18, 2020
Virtua; Meeting, 7:00 pm**

Opening of Meeting

- A. Karen Childs called the meeting to order at 7:00 pm.
- B. Roll call: Trustees present: Lin Beribak, Karen Childs, James Pekoll, Brooke Sievers, and Emily Victorson. Staff present: Pilar Shaker. Guests present: Claudia Corzine, Carolyn Hoyne.
- C. Beribak made a motion to approve the agenda for the May 18, 2020, Board meeting, as submitted. Victorson seconded the motion and it carried.
- D. Sievers made a motion to approve the April 20, 2020, Board meeting minutes, as submitted. Pekoll seconded the motion and it carried.
- E. Public comment: none.

Reports

- A. Director's Report: Shaker pointed out that we wrapped up the strategic plan and should start the planning phase of the next one. Shaker's review will be coming up on June 30th. Victorson asked for more information on why the two staff members were moved to Youth Services. Childs urged the Board to move forward with Shaker's annual evaluation. Sievers and Victorson liked the idea of a separate meeting for the review. It will be conducted via Zoom. Shaker will send out a poll to coordinate a meeting for the annual evaluation. Sievers will send out templates and files to Victorson and Childs if she is not re-appointed.
- B. Treasurer's Report: Beribak reported that we have about 10% (about \$300,000) left unspent which will help for FY21. This is largely a result of personnel costs and underspent funds due to closure with COVID-19. The per capita grant may not be funded FY21. Victorson asked about shifting funds around within the budget. Shaker explained that the Board can revise the working budget, not the appropriations. Appropriations cannot be overspent. Pekoll asked about putting money into capital improvements. Shaker explained that this will not happen until after the audit and the Board will need to decide how many months' reserve to keep in the general fund.
- C. Board Committee Reports: none met.
- D. Trustee Reports: Victorson, Childs, Beribak, and Sievers all attended the RAILS webinar on re-opening libraries for trustees. Victorson appreciated the financial and personnel topics covered. Pekoll and Beribak attended one about East

Lansing's reopening plan. Pekoll was disappointed at how Michigan-focused the advice was.

Old Business

None

New Business

A. Victorson made a motion to approve the payment of bills in the amount of \$9,090.38 (4/30/20) and \$15,793.01 (5/18/20). Sievers 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 May 22, 2020, and June 5, 2020, payrolls. Pekoll seconded the motion and it carried.

Beribak	aye	Victorson	aye
Pekoll	aye	Childs	aye
Sievers	aye		

C. Sievers made a motion to approve Non-Resident Resolution 020-004, as submitted. Beribak seconded the motion and it carried.

Beribak	aye	Victorson	aye
Pekoll	aye	Childs	aye
Sievers	aye		

D. Discussion of Vestibule Pickup Service Model

Childs and Beribak complimented the thoroughness of the plan. Shaker emphasized that the plan will evolve as they learn. Victorson asked for clarification on: which materials can have holds placed (FPPL only since there is no ILL delivery); limits on the number of checkouts; which patrons can use this service (FPPL only: if someone doesn't have a card they can fill out the form online); how will fines be waived (Shaker explained process);

Childs asked how long materials can be checked out for.

Victorson asked about staff coming back in the building tomorrow. Shaker explained managers could voluntarily come in and no one would be required to come in until the stay-in-shelter order is lifted which is scheduled for June 1st.

Victorson asked for clarification on what staff will be expected to clean.

Sievers expressed that she thinks disinfecting materials is not a good use of resources. Shaker said she wanted to disinfect the hotspots so they were not kept out of circulation for a week of quarantine.

Victorson asked Shaker to explain the promotional plan so patrons know the library is open, which services are available. Victorson suggested that there be a sign on the door explaining the rules and hours. Alicia has ordered yard signs.

E. Sievers made a motion to begin Phase 1 Reopening in Alignment With Restore Illinois Phasing, as submitted. Beribak seconded the motion. Sievers asked about staff concerns. Shaker explained that a staff member has opted to take unpaid leave. Most staff are excited about being in the building, but staff still have many questions about procedures and supplies. The motion carried.

Beribak	aye	Victorson	aye
Pekoll	aye	Childs	aye
Sievers	aye		

F. Victorson made a motion to approve the Fine Free for Now setting, as submitted. Sievers seconded the motion. Victorson asked how much money we'd be losing. Shaker explained that the working budget does not include the fines in the revenue. Childs asked if there was an end date. Shaker said it's whenever the library tells SWAN to stop. The motion carried.

Beribak	aye	Victorson	aye
Pekoll	aye	Childs	aye
Sievers	aye		

No executive session

Adjournment

Sievers made a motion to adjourn at 8:03 pm. Childs seconded the motion and it carried.

Respectfully submitted,
Brooke Sievers, Secretary