

**Forest Park Public Library
Board of Trustees Monthly Meeting Minutes
November 16, 2020
Virtual meeting via Zoom, 7:00 pm**

Opening of Meeting

- A. Brooke Sievers called the meeting to order at 7:01 pm.
- B. Roll call: Trustees present: Lin Beribak, Keary Bramwell, Ayanna Brown, Chantel Manzanares, James Pekoll, and Brooke Sievers. Staff present: Pilar Shaker. Guests present: Kacie Hall, ASL interpreter, Andy Goetzler, Carolyn Master, Claudia Corzine
- C. Beribak made a motion to approve the agenda for the November 16, Board meeting, as submitted. Bramwell seconded the motion and it carried.

Beribak	aye	Manzanares	aye
Bramwell	aye	Pekoll	aye
Brown	aye	Sievers	aye

- D. Brown made a motion to approve the November 16, Board meeting minutes, as submitted. Beribak seconded the motion and it carried.

Beribak	aye	Manzanares	aye
Bramwell	aye	Pekoll	aye
Brown	aye	Sievers	aye

Reports

- A. Director's Report: Shaker noted the new data reporting statistics. Sievers commented that she likes the new Statistical data reports and layout, Beribak concurred but all reported that they would like included totals and previous year's data. Bramwell would like more context on programs. Brown asked about styles of layout reports, Shaker replied it was for variety and to show off the range of tools available. Beribak appreciated that we no longer need to look at sideways reports. Brown would like to see demographics reported in program attendance. Sievers struggled with categories and digital engagement but is satisfied with the format overall. Shaker said staff like the new system. Beribak thanked Shaker for information about COVID. Brown asked about dismantling the Urban collection.

- B. Treasurer's Report: Because of closures and restrictions we are down on spending for collections. Vendors are behind on fulfilling our orders. The treasurer's report does not reflect all spending that has occurred since the October meeting.
- C. Board Committee Reports: Interviews and surveys with focus groups and board members are underway. Test surveys were returned from the public completed and understood allowing the team to proceed with the full community engagement survey. Beribak was satisfied with the questions and glad that potential patrons can learn more about services that FPPL offer. Not everyone who wants to participate will be able to participate in the sample, Shaker and Hammond will be able to hand out surveys for others who wish to participate.
- D. Trustee Reports: Sievers said in an email exchange with a staff member that they would like to change the patron behavior policy, re: apparent illness and be able to ask them to leave/fill out a form to ascertain contagiousness. This would endanger patron privacy says Sievers and that no one on staff is qualified to diagnose contagiousness. Shaker also clarified that we don't collect this data from employees unless they fail to pass the daily self-screening and we don't have piles of medical forms from staff.
- E. Public Comment: none
- F. Discussion of Serving our Public 4.0 checklists: Some items will remain unaddressed intentionally either because our library wouldn't see a benefit or because it simply isn't possible to complete (no parking lot). Some items are already being addressed, the succession plan is complete and awaiting review. Accessibility is an area of needed improvement. Trustees should be attending relevant continuing education programs. Sievers asked about doing library walk-throughs. Sievers asked Shaker to prepare a list of Board related checklist items for the review. Capital Asset Plan per renovation, checklist items for building periodic repair. Beribak asked about window sealants, Shaker said that was not part of the renovation.

Old Business

None

New Business

A. Bramwell made a motion to approve the payment of bills in the amount of \$33,971.59. Beribak seconded the motion and it carried.

Beribak	aye	Manzanares	aye
Bramwell	aye	Pekoll	aye
Brown	aye	Sievers	aye

B. Brown made a motion to approve the payment of the 11/20/2020, 12/4/2020, and 12/18/2020, payrolls. Beribak seconded the motion and it carried.

Beribak	aye	Manzanares	aye
Bramwell	aye	Pekoll	aye
Brown	aye	Sievers	aye

C. Bramwell made a motion to approve Board meetings for 2021, as submitted. Beribak seconded the motion and it carried.

Beribak	aye	Manzanares	aye
Bramwell	aye	Pekoll	aye
Brown	aye	Sievers	aye

D. Pekoll made a motion to approve the 2021 Library Closure Dates, as submitted. Beribak seconded the motion and it carried.

Beribak	aye	Manzanares	aye
Bramwell	aye	Pekoll	aye
Brown	aye	Sievers	aye

E. Beribak made a motion to approve allowing the CD Account at FP Bank to renew at the current rate, as submitted. Bramwell seconded the motion and it carried.

Beribak	aye	Manzanares	aye
Bramwell	aye	Pekoll	aye
Brown	aye	Sievers	aye

F. Pekoll made a motion to approve the Essential Service Model, as submitted. Beribak seconded the motion and it carried.

Discussion of this item included Sievers asking Shaker to specify metrics for when we would remove in-person appointments and when we would potentially lift these new restrictions. Shaker indicated that a move to Tier 3 of the State mitigation plan would trigger a removal of in-person appointments and achieving a positivity rate of lower than 8% would trigger a lifting of these restrictions. Manzanares questioned the need for strict limits on computer appointments, particularly if nobody else is waiting. Sievers and Brown noted that exposure time is important in this assessment. Sievers noted that we must assume all patrons are positive and keep their visits as short as possible while

acknowledging that it is difficult to restrict patrons. Brown commented that this struggle is also presenting challenges in the academic world.

Beribak	aye	Manzanares	aye
Bramwell	aye	Pekoll	aye
Brown	aye	Sievers	aye

G. Beribak made a motion to approve Resolution 20-010 to Honor the Service of Karen Childs, as submitted. Pekoll seconded the motion and it carried.

Beribak	aye	Manzanares	aye
Bramwell	aye	Pekoll	aye
Brown	aye	Sievers	aye

H. Bramwell made a motion to approve Board Officer Nominations. Beribak seconded the motion and it carried.

Call for nominations: Sievers placed herself in nomination for President and Bramwell placed herself into nomination for Vice President.

Beribak	aye	Manzanares	aye
Bramwell	aye	Pekoll	aye
Brown	aye	Sievers	aye

No executive session

Adjournment

Brown made a motion to adjourn at 8:13 pm. Beribak seconded the motion and it carried.

Beribak	aye	Manzanares	aye
Bramwell	aye	Pekoll	aye
Brown	aye	Sievers	aye

Respectfully submitted,
James Pekoll, Secretary