

**WARRENVILLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE SPECIAL BOARD OF TRUSTEES MEETING
MARCH 16, 2020**

1. Call to order – Trustee Picha called the meeting to order at 11:00 am.
2. Roll Call – Trustee Picha called roll call

ATTENDING: Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Warren

ABSENT: Trustee Stull

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Head of Public Services Paul Dobersztyn, Head of Member Services Jaime Perpich, Marketing and Communication Specialist Kathy Gaydos, Technical Services Assistant Gail Smith

Trustee Picha read a note from Trustee Stull:

"I regret I cannot make it to the emergency meeting. The Board and Sandy have my full support for whatever the decision is for the safety of our staff and our patrons".

3. Approval of the Agenda

MOTION: Trustee DuRocher moved to approve the agenda. Trustee Warren seconded.

Roll call vote:

Ayes – Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Warren

Nays – None

Absent – Trustee Stull

Motion carried

4. Public Comments – none

5. New Business

- a. Discussion and Response to COVID-19

MOTION: Trustee DuRocher moved to:

- Close library effective (time, date) until further notice and revisit the closure status every two weeks to determine a date to re-open the library;*
- Suspend all extended use fees until further notice;*
- Authorize the Library Director, Board President and Treasurer to approve expenditures during the closure with payments to be ratified at the next meeting of the Board of Trustees;*
- Authorize the Library Director and designees to maintain critical business operations and make decisions regarding a modified work schedule for*

employees so that critical business operations, interim resources and services can be modified, established and maintained;

- Authorize the Library Director and designees to develop interim resources and services if determined to be safe for the community and library staff;
- Affirm the Employee Handbook's policy for Emergency Closings and pay regularly scheduled staff if their working hours are reduced during the closure.

Trustee Lezon seconded.

DISCUSSION:

Director Whitmer stated the Illinois Library Association (ILA) recommends all libraries suspend services immediately. ILA reminds us this is no longer about public service, but about public health. She recommends the Library close for the safety of our staff and their families.

Trustee DuRocher asked if this would be a closure with no services available. Director Whitmer stated this closure and messaging will state the building is closed, book drops are locked and as few staff as necessary will be in the building. Director Whitmer would like the notice to be open ended to read "until further notice".

Trustee Richardson asked if part time employees will be paid. Director Whitmer stated everyone will be paid their regularly scheduled hours according to the Employee Handbook.

Trustee Richardson asked about the under resourced students in the community. Director Whitmer stated that has been one of her concerns because District 200 is not a 1 device-to-1 student district. Director Whitmer reached out to the District on Friday, March 13 by email. She asked if they could share their plans for students without computers or internet access. She has not heard back from them.

Trustee Lezon asked if you can access the Library's wifi from the parking lots. Director Whitmer stated you can. She also stated some libraries are moving their hotspots to the inside of exterior walls, but is not really feasible for us due to the wiring being located in the ceiling.

Trustee Lezon suggested the library close effective tomorrow morning, March 17 to give the public notice. Director Whitmer stated the staff would have liked to have closed last Friday, March 13. She doubts the Library would have sufficient staff to maintain services through the end of the day.

Trustee Lezon asked how the staff will handle the items when they are returned. Director Whitmer stated they will be kept in quarantine for three days.

After the discussion, it was the consensus of the Board to close the Library effective Monday, March 16, 2020 at noon.

Trustee Warren made an amendment to the motion to close to the public at noon today, March 16, 2020. Staff should be released as soon as practical. Trustees DuRocher and Lezon agreed with the amendment to the motion.

Director Whitmer stated signs will be posted on the entrance doors and social media posts will be made regarding the closing.

Roll call vote:

Ayes – Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Warren

Nays – None

Absent – Trustee Stull

Motion carried

6. Items for information and/or discussion – none

7. Adjournment

MOTION: Trustee DuRocher moved to adjourn the meeting at 11:39 am. Trustee Warren seconded.

Roll

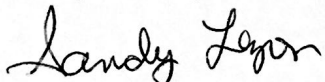
Ayes – all

Nays - none

Absent – Trustee Stull

Motion carried

Respectfully submitted,



Sandy Lezon, Secretary

Board of Trustees

Warrenville Public Library District