

WARRENVILLE PUBLIC LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, May 20, 2020, 7:00 p.m.

1. Call to order – Trustee Picha called the meeting to order at 7:16 p.m.

2. Roll Call – Trustee Picha called roll call

(Meeting was conducted entirely via conference call, not at the Library.)

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

STAFF ATTENDING: Library Director Sandy Whitmer, Diana Abraham, Lydia Butler, Stephanie Cook, Jackie Davis, Paul Doberstzyn, Kathy Gaydos, Therese Higgins, Tom Hill, Julie Jesernik, Helen Kynch, Cynthia Makowski, Jen Moore, Jaime Perpich, Gail Smith, Kathy Strickland, Mary Thomas, Sylvia Thompson, Mandy Wilson

3. Approval of the agenda

Trustee Picha moved item #5.a. – Approve Minutes of the April 15, 2020 Regular Board of Trustees Meeting from the Consent Agenda to Regular Agenda #6.a. She also removed Item #17 – Closed Session and Item #18 – Discussion/action resulting from the above closed session from the agenda.

MOTION: Trustee Lezon moved to approve the agenda as amended. Trustee Warren seconded.

Roll call vote:

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

Nays – None

Motion carried

4. Public comments – none

5. Consent Agenda

Trustee Lezon read the consent agenda as follows:

- a. Receive and file Financial Report for April
- b. Approve Payment of Invoices in the Amount of \$43,352.06 for the Period of April 16, 2020-May 20, 2020 Including Electronic Payments and Checks 7624-7661. Check#7644 is voided.
- c. Approve transfer of \$125,000 from commercial checking account to operating checking account
- d. Extend the Resolution Delegating Authority to Make Decisions, adopted as R-217 on April 15, 2020, through the next meeting of the Board of Trustees

MOTION: Trustee DuRocher moved to approve the consent agenda as amended and read. Trustee Ruzicka seconded.

Roll call vote:

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

Nays – none

Absent – none

Motion carried

6. Regular Agenda

a. Approve Minutes of the April 15, 2020 Regular Board of Trustees Meeting

Trustee Lezon reported the following items were omitted in the consent agenda in the minutes and would like to add them now:

- i. Ratify March 19, 2020 transfer of \$175,000 from commercial checking account to operating checking account
- j. Approve transfer of \$150,000 from commercial checking account to operating checking account
- k. Approve revisions to Wage Scale including a 2% Market Adjustment and Changes to Pay Grade Assignments effective July 1, 2020.

MOTION: Trustee Stull moved to approve the April 15, 2020 Regular Board of Trustees Meeting Minutes as amended. Trustee DuRocher seconded.

Roll call vote:

Ayes – DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull

When it was time for Trustee Warren to vote he stated he had a couple of corrections to the minutes:

Trustee Warren stated on Page 6, the 6th paragraph under c. should read "April 29", not March 29.

Trustee Warren stated on Page 7, the second paragraph under 10. Department Head Reports he would like the wording to read "Latino community" instead of "Spanish" community.

MOTION: Trustee Stull amended the original motion to include the revisions suggested by Trustee Warren. Trustee DuRocher seconded the amended motion.

Roll call vote:

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

Nays – none

Motion carried

7. Unfinished Business – none

8. New Business

- a. Adopt Ordinance No. 19-20-06, Ordinance Providing for the Execution of an Intergovernmental Agreement Authorizing Membership in SWAN

MOTION: Trustee DuRocher moved to adopt Ordinance No. 19-20-06, Ordinance Providing for the Execution of Intergovernmental Agreement Authorizing Membership in SWAN. Trustee Stull seconded.

Director Whitmer stated by adopting this ordinance the Board is authorizing the Board President and Secretary to execute the intergovernmental agreement with SWAN. The Library's attorney has reviewed the agreement. This will not be executed until the SWAN membership votes in June to accept us into the group.

Trustee Warren asked how many board members SWAN has. Director Whitmer stated she does not know. There are currently 97 libraries in the group. Roselle Public Library and Glenside Public Library are joining at the same time as Warrenville and they are calling our group the SWAN 100 Group.

Roll call vote:

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

Nays – none

Absent – none

Motion carried

- b. Identify Essential Library Services

Director Whitmer stated even though libraries are not specifically identified in the Governor's Restore Illinois list of essential services each government body shall determine its Essential Governmental Functions and identify employees and/or contractors necessary to the performance of these functions.

Director Whitmer stated by identifying specific library services as essential, the Board will move the library one step closer to starting up services. Director Whitmer stated she believes the following services are essential and could be phased in on a limited basis, possibly beginning in June. Director Whitmer is more comfortable if the Board recognizes these three services to allow staff to begin implementation:

- Return of library materials
- Access to library materials
- Access to public computers, copier and scan/fax station

Public Services Manager Paul Doberstzyn and Member Services Manager Jaime Perpich, along with their committee, have compiled a plan for curbside services.

They have tentatively identified the following timeline for curbside services:

- Week of June 1 – accepting return of library materials
- Week of June 8 – soft opening of curbside services with holds currently in the system.
- Week of June 15 – curbside services begin along with members being able to place an order of materials by phone or online.
- Two teams of staff will be organized. The teams will not overlap so that if one member on a team contracts COVID-19 or has been exposed, only those staff members will be quarantined.
- Ms. Perpich reached out to the Warrenville Target and they will loan the library 15 grocery carts for 3 months to be used for returned items. The member will put the items in the cart themselves and when a cart is full a staff member will cover, date and store the cart for a 7-day quarantine period. Items will be checked in after the 7-day quarantine period. There are currently over 9,000 items checked out.
- Mr. Doberstzyn placed an order for paper bags to hold items for curbside pickup. The bags will be placed on tables outside the lower level doors with the member's last name for pickup.

Online programs and answering emails are also essential services, however staff can do these tasks remotely.

Access to public computers and other equipment may have to wait until Phase #4. Trustee Lezon asked if the computers could be moved so members are not going through the entire library building. Director Whitmer replied there might be ways to create pathways. She has been watching what other libraries are doing by putting arrows on the floor and blocking off certain areas. Some libraries are having their members make an appointment for computer usage. We may only be able to have three members on computers at one time.

The Management Team will identify staff to implement the services on a limited basis after appropriate precautions and social distancing measures are in place. Appropriate safety precautions including but not limited to the following will also be in place:

- Confirmation that our cleaning service can provide required cleaning services.
- Acquisition of sufficient PPE for all staff.
- Acquisition of equipment and supplies to manage quarantine of library materials.

Trustee Stull asked how comfortable staff is returning to the building. Director Whitmer stated staff will be surveyed before we start this service to see who is ready to come back, concerns staff have and staff in the high risk category may have other options.

Job descriptions will need to be reviewed to see who can continue to work remotely. Some positions require the staff person to physically be in the building.

Staff will have to make a choice if the work is there for them to do or not coming back to work. Some have paid time off to extend the time off to consider returning or not. Some staff may qualify for the paid leave available under the Families First Coronavirus Response Act and if someone has a particular condition, they may request accommodations under the Americans with Disability Act.

MOTION: Trustee DuRocher moved to identify the following as essential library services: return of library materials, access to library materials and access to computers, copier, scanner and fax service. Trustee Stull seconded.

Roll call vote:

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

Nays – none

Absent – none

Motion carried

c. Discuss options for employee compensation beyond June 14, 2020

Director Whitmer stated the Board had approved paying all employees their regular rate of pay for regularly scheduled hours through Fiscal Year 2020. The final pay date in this fiscal year is June 18, effectively meaning the compensation approved in April will conclude on Sunday, June 14.

Director Whitmer stated she is struggling with a fairness issue. At the present time only the Library Director is working her regularly scheduled hours. Others are working from 12-96% of their regular hours. There is not sufficient work for all employees to work all their regularly scheduled hours. Employees who cannot do their normal work remotely are watching hour after hour of webinars.

Some of the jobs cannot be done outside the Library building. Those employees will need to decide if they want to come back to work or some other options such as paid time off, possible paid leave under the First Families Coronavirus Act (FFCRA) and if they have a particular condition, they can request an accommodation through the Americans With Disabilities Act.

Director Whitmer would like Board direction regarding whether or not to continue to pay employees beyond June 14. Options include:

- a. Pay employees their regular rate of pay for regularly scheduled hours, requiring use of paid leave for hours when work is available but the employee is not available to complete the work.
- b. Identify position to furlough
- c. Identify positions for a temporary reduction in hours

- d. Offer employees the opportunity (or require employees) to use accrued paid leave in lieu of work hours.

Director Whitmer stated if furloughing staff is a choice of the Board, the Management Team will need to have time to make a plan, look at the jobs, identify critical tasks and identify staff who can do the jobs and are willing to come into the building with the safety precautions that are in place. Director Whitmer will survey staff regarding their job and willingness to come back to the building to work.

While in the building all staff will also have to practice social distancing, wear masks in shared workspaces, work staggered shifts and use assigned restroom stalls. The staff lounge and kitchen cabinets may be closed.

Trustee DuRocher likes giving staff the option of voluntary furlough if they are not ready to come back to work. She also agrees with the fairness issue and staff should not get paid for not working.

Director Whitmer stated a furlough plan can be developed to bring back to the Board in June. In the meantime, she thinks the Board should come up with a plan to pay the staff from June 15 – June 28.

Trustee Warren asked if employees could cash in a 401K plan. Director Whitmer stated she does not have an answer to that question. The Library does have a 457 plan, but it would be up to the individual staff member to check on this. Director Whitmer will investigate this.

Trustee Richardson asked how this ties into the compensation plan that was previously discussed. Director Whitmer stated this is not about the dollars, but the work. There simply is not enough work for all employees to continue working. It is a matter of whether or not to continue to pay employees who are not working.

Director Whitmer stated curbside pickup would be open 3 days for 4 hours each day. On the other 3 days staff would work at least 4 hour shifts to pull items on hold and call members to schedule their pickups. The total is six days/4 hours per day. She does not have the details on how many staff will be working those hours and this work is specific to some positions.

Trustee DuRocher asked if staff could work longer than the hours we are open for curbside pickup. Director Whitmer stated we are looking at staff lunch periods, etc. and trying to avoid longer than a 5 hour day for most staff. Director Whitmer also stated a full staff will not be needed for curbside services.

Trustee Lezon asked if staff can learn other duties than what they are currently trained for. Director Whitmer stated that would be dependent on when we reopen the building and we may not need to be fully staffed for a couple months.

The Management Team will develop a plan to bring back to the June Board meeting.

MOTION: Trustee Richardson moved to pay employees their regular rate of pay for regularly scheduled hours and require use of paid leave for hours when work is available but the employee is not available to complete the work for the pay period beginning June 15 and ending June 28 and direct staff to draft a plan for furloughs and reductions in work hours for Board review and approval at the June 17, 2020 board meeting. Trustee Ruzicka seconded.

Voice vote:

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

Nays – none

Motion carried

Trustee Picha stated this is a very difficult decision and thanked the Board for giving Director Whitmer some direction.

9. Director's Report

- Director Whitmer stated she continues to monitor the COVID-19 news and information as it pertains to the library.
- Director Whitmer stated census work is ongoing.
- Combined continuing education for staff was 271 hours with 278 sessions for April.
- Use of the downloadable collection has increased over 70% from last year.
- The Adult Services department has gotten some phenomenal speakers online.
- Youth Services is doing story times online.

10. Department Head Reports

- Trustee Warren asked Jackie Davis if there were any roof leaks during the heavy rains. Jackie stated that Ly Tran, maintenance man, did not report any.
- Trustee Warren asked how much hand sanitizer is stockpiled. Jackie replied there is enough for each staff person to have their own bottle, plus at least 4 gallons in reserve. She also stated there is a good supply of masks and gloves. Director Whitmer has ordered some face shields.
- Trustee Lezon stated Restaurant Depot in Downers Grove, IL has gallon bottles of hand sanitizer.
- Trustee Picha stated that Marketing Specialist Kathy Gaydos has certainly been busy.

12. President's Report

Trustee Picha announced the next meetings.

13. Treasurer's Report – Trustee Stull stated everything looks good.

14. Secretary's Report – Trustee Lezon stated everything looks good.

15. Committee Reports – none

16. Trustee Comments

- Trustee DuRocher stated if the June meeting is held in the library building she may not be able to attend. She would like to know if she can join the meeting by zoom.
- Trustee Richardson stated if masks are required for the meeting she will not be able to attend.

Director Whitmer stated she will check into having a "hybrid" meeting with some people attending the meeting at the building and others attending remotely.

- Trustee Stull stated she has completed her Open Meetings Act Training.

17. Adjournment

MOTION: Trustee Ruzicka moved to adjourn the meeting at 8:45 pm. Trustee DuRocher seconded.

Voice vote:

Ayes – all

Nays – None

Motion carried

Respectfully submitted,



Sandy Lezon, Secretary

Board of Trustees

Warrenville Public Library District