

**MEETING MINUTES**  
**HOMEWOOD PUBLIC LIBRARY DISTRICT**  
**BOARD OF TRUSTEES**  
**Regular Board Meeting, June 17, 2020**  
**7:00 P.M.**

Due to the current shelter in place order for the state of Illinois this meeting will be conducted electronically in full compliance with the Open Meetings Act.

Members of the public wishing to share public comment were urged to send their public comments via e-mail to [hplhelp@homewoodlibrary.org](mailto:hplhelp@homewoodlibrary.org) to be read aloud during the meeting.

Members of the public wishing to phone in to hear the meeting may do so as follows:  
Dial +312 626 6799 from any phone and enter meeting ID # 825 3468 5944

**Call to order**

President River called the meeting to order at 7:01 p.m.

Present: Trustees Martin, River, Bouchie. Ward, Gildart and Nowak and Library Director Waltman. Trustee Harris joined the meeting at 7:02.

**Introduction of Guests**

There were no guests present

**Public Comments to be read**

Library Director Waltman read a letter received from AFSCME June 17, 2020 expressing appreciation for the efforts made to insure staff safety as well as some concerns moving forward. Library Director Waltman said that many of the areas of concern had already been addressed. Additionally, a meeting was being scheduled to address any remaining concerns.

An e-mail from Homewood resident Eric Crump was read to the Board. The e-mail was sent to the Boards of Trustees of the Homewood and Flossmoor Libraries, the Directors of both libraries and representatives of the Homewood Arts Council and the Flossmoor Public Arts Commission. The e-mail expressed was intended to gauge interest in participating in a plan for art in the 2 communities which would be reflective of the diversity of the current populations. The discussion and responses ranged from very interested to receptive to the idea, while not removing any art currently in place, but, perhaps, creating a space for something new. A meeting is planned for additional discussion.

**CONSENT AGENDA (Action with Roll Call Vote)**

Approval of the Minutes

- Approval of the minutes of the regular Board Meeting, May 20, 2020

#### Acceptance of the Financial Report of May, 2020

- Approval of the General Fund Check Register dated May 28 and June 10
- Acceptance of the Bills Payable Report in the amount of \$144,460.45
- Payroll, IMRF and FICA payments May 2020
- Balance sheet as of May, 2020
- FY 2019 YTD Actual vs. Budget

#### Acceptance of the May 2020 Statistical Reports

Trustee Nowak motioned and Trustee Ward seconded approval of the consent agenda with one typographical fix to the May, 2020 minutes.

Ayes: Bouchie, Harris, Martin, Ward, River, Gildart and Nowak

Nays: None

Motion carried

#### **Old Business**

- Bylaws language recommendation (action)

Trustee River shared the drafted change to the Trustee Bylaws allowing the Trustees to meet as a Committee of the Whole, if/when the Board deems it necessary.

Trustee Ward motioned and Trustee Nowak seconded to approve the bylaw as presented.

Ayes: Bouchie, Harris, Martin, Ward, River, Gildart and Nowak

Nays: None

Motion carried

- Reopening and related business (action)

Director Waltman presented a reopening plan that outlined safety processes and procedures and included reopening for appointments only to Homewood patrons only starting July 13<sup>th</sup>, 2020. There was some discussion of the plan and the Illinois reopening phases. Trustee River was opposed to the reopening of the library for appointments out of a concern for the risk to staff becoming infected with COVID-19. She believed that it was safe now only to offer curbside service, which fulfills the library's core mission.

Trustee Bouchie motioned and Trustee Harris seconded to approve the plan to reopen as outlined.

Ayes: Bouchie, Harris, Martin, Ward, Gildart and Nowak

Nays: River

Motion carried

- Final budget review (action)

Director Waltman presented the budget with slight revisions from the draft budget previously presented, particularly in the area of insurance as those costs are expected to rise. There was some discussion about adding to the reserve funds moving forward.

Trustee Nowak motioned and Trustee Ward seconded to approve the budget as presented.

Ayes: Bouchie, Harris, Martin, Ward, River, Gildart and Nowak

Nays: None

Motion carried

### **New Business**

- Ordinance No. 20-1 2020-2021 Meeting Dates

The meeting dates for 2020-2021 were presented. There were no changes to any dates and the Board will continue to meet the third Wednesday of each month, with the exception of December, 2020.

Trustee Nowak motioned and Trustee Bouchie seconded to approve Ordinance No. 20-1 2020-2021 Meeting dates

Ayes: Bouchie, Harris, Martin, Ward, River, Gildart and Nowak

Nays: None

Motion carried

- Ordinance No. 20-2 Non-resident cards

Ordinance No. 20-2 Non-resident cards was presented.

Trustee Bouchie motioned and Trustee Martin seconded to approve Ordinance No. 20-2 Non-resident cards.

Ayes: Bouchie, Harris, Martin, Ward, River, Gildart and Nowak

Nays: None

Motion carried

- Future Meeting Dates(action)

There was no action or change to any meeting dates.

- COVID-19 Patron Guidelines additions (action)

Additions to the Patron Behavior Guidelines were presented. These included the expectation for masks to be worn by all individuals entering the building in all public areas and the expectation for individuals in the building to practice social distancing of at least a 6 foot distance from other individuals in the building with the exception of families of up to three individuals who reside in the same household.

Trustee Harris motioned and Trustee Ward seconded the motion to approve these additional guidelines.

Ayes: Bouchie, Harris, Martin, Ward, River, Gildart and Nowak

Nays: None

Motion carried

The Director's Report was moved to this point in the meeting

#### **Director's Report**

- Landscaping Service
- Auditor follow up
- Live and Learn Grant Review
- Budget
- Cook County Tax Calculations

#### **CLOSED SESSION**

- Executive Session for the purposes of discussing "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body" (5 ILCS 120/2(c)(1)).

There was be a separate, password protected, zoom meeting scheduled for this portion of the meeting.

Trustee Gildart motioned and Trustee Ward seconded to go into Executive Session at 8:25 pm.

Ayes: Bouchie, Harris, Martin, Ward, River, Gildart and Nowak

Nays: None

Motion carried

At this juncture the Board of Trustees and Director Waltman entered a separate, password protected, Zoom meeting. Director Waltman exited the meeting at 8:31 pm.

At 8:50 pm Trustee Harris motioned and Trustee Ward seconded to move out of closed session.

Ayes: Bouchie, Harris, Martin, Ward, River, Gildart and Nowak

Nays: None

Motion carried

Trustee River shared that the Board discussed a possible salary increase for Director Waltman as well as looking at doing an evaluation at the next meeting, though somewhat less involved than the previous evaluation process.

Trustee Ward motioned and Trustee Nowak seconded a salary increase for Director Waltman to \$90,000.

Ayes: Bouchie, Harris, Martin, Ward, River, Gildart and Nowak

Nays: None

Motion carried

However, the entire group remained in the second zoom meeting which was password protected. As a result, no members of the public were able to join after the closed session ended.

So, this will be placed on the agenda as old business and voted on again in open session at the July, 2020 meeting.

### **Board Committee Reports**

- Facility
- Finance
- Personnel
- Policy

There were no reports.

### **Adjournment**

Trustee Ward motioned and Trustee Nowak seconded to adjourn the meeting at 8:57 pm.

Ayes: Bouchie, Harris, Martin, Ward, River, Gildart and Nowak

Nays: None

Motion carried