

**MEETING MINUTES
HOMWOOD PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Board Meeting, May 19, 2021
7:00 P.M.**

Due to continued concerns related to the transmission of COVID-19 and the determination that meeting in person in any library space at this time would not be considered practical or prudent this meeting was 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 to be read aloud during the meeting.

Members of the public wishing to join in the meeting could have done so as follows: Dial (1 312 626 6799) and enter meeting ID: 885 2094 7855 or join via zoom:

<https://us02web.zoom.us/j/88520947855?pwd=VCt4eVR6ZmRCajRWWE5QMC9TemVudz09>

Meeting ID: 885 2094 7855

Passcode: 295664

Call to order

President River called the meeting to order at 7:02 p.m. **Present:** Trustees River, Bouchie, Harris, Ward, Nowak, and Gildart. Also present: Director Waltman, Assistant Director Campos, Micah Rademacher (Notary), and incoming Trustee Sabrena Lopez. HF Chronicle reporter Marilyn Thomas joined the meeting at 7:07 pm. **Absent:** Trustee Martin.

Introduction of Guests

Director Waltman introduced Micah Rademacher, Head of Adult Services at the Blue Island Public Library graciously agreed to join the meeting in his capacity as a Notary to assist with the swearing in of the new Trustees.

Swearing In

Micah Rademacher spoke the words of the oath and Trustee Sabrena Lopez repeated them and was sworn in as Trustee.

Micah Rademacher spoke the words of the oath and Trustee Nancy Gildart repeated them and was sworn in as Trustee.

Election of Officers (action)

The recommendation of the nominating committee was as follows:

President- Adrienne River, Vice-President- Timothy Martin, Secretary-Nancy Gildart, Treasurer – Tom Nowak. Trustee Ward motioned and Trustee Harris seconded the nominating committee's recommendation for officers.

Roll call vote- Ayes: River, Ward, Gildart, Nowak, Harris, and Lopez. **Nays:** None. Motion carried.

Public Comments to be read

There were no public comments to be read. There was, however, a thank you card from staff member Juanita Nutting read to the Board, thanking them for the Spring Fling week and related activities.

Comment Sheets

There were 4 comment sheets. Three were complimentary toward staff and the library in general and one was a collection suggestion, which will be forwarded to the appropriate department.

CONSENT AGENDA (Action with Roll Call Vote)

Approval of the Minutes

- Approval of the minutes of the regular Board Meeting, April 21, 2021

Acceptance of the Financial Reports of April, 2021

- Approval of the General Fund Check Registers dated April 28, 2021, May 12, 2021
- Acceptance of the Bills Payable Report in the amount of \$127,603.24
- Payroll, IMRF and FICA payments April 2021
- Balance sheet as of April, 2021
- FY 2020-21 YTD Actual vs. Budget

Acceptance of the April, 2021 Statistical Reports

Trustee Nowak motioned to accept the Consent Agenda and Trustee Ward motioned to second. **Roll call vote- Ayes:** River, Ward, Gildart, Nowak, Harris, and Lopez. **Nays:** None. Motion carried.

Old Business

- Trustee Bylaws (action)

There was discussion of the presented Bylaw as revised at the last meeting.

Trustee Gildart motioned to approve the Bylaw as presented and Trustee Nowak seconded. **Roll call vote- Ayes:** River, Ward, Gildart, Nowak, Harris, and Lopez. **Nays:** None. Motion carried.

New Business

- Consideration of current COVID restrictions including: limiting 25 people per hour to enter the building, limiting patrons to staying 45 minutes, enforcing the Board approved mask policy for both staff and patrons, enforcing social distancing and mask wearing for both staff and patrons (including in offices). Consider recent CDC and Cook County Department of Public Health information releases in relation to COVID.

After considerable discussion the Board agreed to recommend 1) eliminating the maximum per person per hour limitation, 2) increasing the time in the building for individuals from 45 minutes to two hours, 3) adding more tables each with one chair for patron use, 4) allowing 2 staff members to use one office space, if masked and socially distanced, 5) continuing to require masks for patrons, 6) keeping the current computer set up "as is". Trustee Ward also expressed concern for staff having to confront those not wanting to wear masks, which, as Director Waltman explained, could always be referred to a PIC to handle.

Trustee Harris motioned and Trustee Nowak seconded approval of the recommendations as outlined. **Roll call vote- Ayes:** River, Ward, Gildart, Nowak, Harris and Lopez. **Nays:** None. Motion carried.

- 2021 Budget – tentative approval (action)

There was no action, only discussion and commentary. The 2021-2022 budget shall be approved at the next meeting.

- Insurance considerations moving forward

This was just a Director's comment to the Board that many organizations use a percentage split regarding health insurance, such as 80% employer paid and 20% employee paid split and that this might be something to consider at some point in the future. This was also mentioned by the union representation during the pre-negotiation meeting. However, it will likely not be part of the contract proposal at this point considering our overall plan costs per employee went down. However, because of the current structure of a flat fee contribution the library will not experience any savings and

will, in fact, experience an increase, as additional staff previously opting out of the plan have now asked to join.

- June meeting business

The Board agreed to meet in person in June, socially distanced and masked in the large meeting room.

The Board also agreed to do a building "walk through" prior to the next meeting at 6:30 pm on Wednesday, July 16th. Director Waltman will communicate this with Gerald as well.

Director's Report

- FOIA
- Spring Fling Success
- Wellness Screening
- Levy Edit Report
- Contract negotiations
- HVAC work complete

Director Waltman also mentioned the ATLAS Trustee workshop of 5/22 would be recorded for anyone interested.

Board Committee Reports

- Facility
- Finance
- Personnel
- Policy

Adjournment

Just before adjourning Marilyn Thomas asked for contact information for our new Trustee, which was sent immediately following the meeting.

Trustee Nowak motioned to adjourn at 8:08 pm and Trustee River seconded. **Roll call vote- Ayes:** River, Ward, Gildart, Nowak, Harris and Lopez. **Nays:** None. Motion carried.