

**MEETING MINUTES  
HOMEWOOD PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Regular Board Meeting, May 20, 2020  
7:00 P.M.**

Due to the current shelter in place order for the state of Illinois 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](mailto:hplhelp@homewoodlibrary.org) to be read aloud during the meeting.

Members of the public wishing to phone in to hear the meeting were given the following information to do so:

Dial +312 626 6799 from any phone and enter meeting ID # 858 7676 3572

President River called the meeting to order at 7:01 pm. Present were Trustees Nowak, Ward, Gildart and Bouchie, and Library Director Waltman. Trustees Martin and Harris were not present. An unnamed member of the public called into the meeting at 7:13 pm. Trustee Harris joined the meeting at 7:27 pm.

### **Introduction of Guests**

Susan Wade, representative of First Midwest Bank was introduced

### **Public Comment**

There was no public comment received.

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

Approval of the Minutes

- Approval of the minutes of the regular Board Meeting, originally scheduled for April 15, 2020, rescheduled for April 29, 2020

Acceptance of the Financial Report of March, 2020

- Approval of the General Fund Check Register dated May 1 and May 11
- Acceptance of the Bills Payable Report in the amount of \$176,968.72
- Payroll, IMRF and FICA payments April 2020
- Balance sheet as of April, 2020
- FY 2019 YTD Actual vs. Budget

Acceptance of the April 2020 Statistical Reports

Trustee Ward motioned and Trustee Gildart seconded to approve the consent agenda as presented. Ayes: Nowak, Gildart, River, Bouchie, Ward. Nays: None. Motion carried.

## **Old Business**

- **Bill and check approval options (Susan Wade) action**

Susan Wade shared the various online processes available to the library to streamline bill paying, while still keeping Board oversight. These processes include the use of ACH or Bill Pay. She explained that a number of organizations have begun using electronic payment processes and that the benefits include cost savings and reduced fraud risk because fraud is more prevalent when using paper checks than it is using online bill payment systems. After asking a variety of questions and coming to the understanding that any change will have a transition period whereby some payments will be online and others will still be paper until everything is fully converted the Board agreed to move ahead with using the ACH process. Based on this decision Susan will send paper work needing signatures to begin the process.

Trustee Nowak motioned and Trustee Ward seconded to initiate the ACH process for bill payment. Ayes: Nowak, Gildart, River, Bouchie, Ward, Harris. Nays: None. Motion carried.

- **Reopening and related business**

Director Waltman presented the most recent plan for reopening to the Board which included preparing for and beginning curbside pick-up in June and continuing to rearrange the physical spaces inside the library, as well as bringing more staff in gradually throughout the month of June to process new items, process returned items, rearrange staff spaces, answer phone calls, etc. The plan also included remaining closed to the public through June 26<sup>th</sup>. There was discussion about making concessions for curbside pick-up for those unable to drive which Director Waltman said would be accommodated on a case by case basis. Additionally, there was discussion about the possible need for additional security during day time hours upon opening. Director Waltman said she would check into the options and costs for additional security.

Trustee Harris motioned to approve the presented plan and Trustee Nowak seconded. Ayes: Nowak, Gildart, River, Bouchie, Ward, Harris. Nays: None. Motion carried.

## **New Business**

- **Nominating Committee Recommendation**

The nominating committee met Wednesday, May 13<sup>th</sup> to discuss the slate of officers for the 2020-2021 year, to be presented at the May 20<sup>th</sup> meeting and to take effect at the June, 2020 meeting. There was discussion about the need for unanimous approval for any individual being considered for a third (or greater) consecutive term in the same office. The slate presented was as follows:

**President** - River, **Vice-president** - Ward, **Treasurer** – Nowak, **Secretary** – Gildart. Trustee Nowak motioned and Trustee Harris seconded approval of the presented slate. Ayes: Nowak, Gildart, River, Bouchie, Ward, Harris. Nays: None. Motion carried.

- **Bylaws language recommendation (action)**

After some discussion of the presented language the question arose as to what legally constitutes a quorum, in particular during times when a Board that should legally have seven members, but may have fewer due to resignations, etc. As a result of uncertainty on this point it will be further investigated and the item will be discussed at a future date. No action was taken.

- **Draft Budget review (action)**

Director Waltman presented the draft of the 2020-2021 budget for consideration. There were a few questions and overall the budget has slight increases in most areas, including materials, and personnel related lines to account for the July 1 staff increases outlined in the union contract which affect most employees. The final budget will be presented for official approval next month with slight changes based on expected insurance increases, the numbers for which were not yet available. No action was taken.

- **Future Meeting Dates (action)**

It was agreed the next regularly scheduled board meeting of June 17, 2020 would remain as the next Board meeting. President River also asked that any Trustees interested in being part of a committee share that interest with her. No action was taken.

- **COVID-19 Patron Guidelines additions (action)**

Director Waltman shared suggestions for additions to patron behavior guidelines to be considered before the library reopens. It was agreed to table this discussion until the June, 2020 meeting. No action was taken.

## **Director's Report**

- COVID – 19
- Landscaping Service – heard from Ferrmex but no show Tuesday, Gerald had another say no
- HVAC/Arctic Service - done
- REMINDER about SEIs
- Auditor follow up – letters done
- Live and Learn Grant Review – 16 libraries asking for \$125,000 each, \$600,000 available, probably go to “needs” libraries – good feedback and good rubric score and unanimously voted to “fund” recommendations go to Jesse White, should hear within 2 weeks or so
- Budget – may need to adjust insurance amounts

Additional discussion here included asking Director Waltman to send a written thank you note to the Friends of the Library for their financial assistance with the PPE expenses and look into the possibility of a meter issue with Com. Ed. Also, the question was asked regarding when contract negotiations for the next union contract will begin. Director Waltman will check.

## **Board Committee Reports**

- Facility
- Finance
- Personnel
- Policy

No reports.

## **Adjournment**

Trustee Nowak motioned to adjourn at 8:44 pm and Trustee Ward Seconded. Ayes: Nowak, Gildart, River, Bouchie, Ward, Harris. Nays: None. Motion carried.

**The next regular Board meeting is scheduled for June 17, 2020**

The Homewood Public Library District is subject to the requirements of the Americans with Disabilities Act of 1990. Any individuals who plan to attend and/or participate in the meeting and who require certain accommodations are asked to phone the Library Director at (708) 798-0121 x.214, at least one working day prior to the meeting to arrange for accommodations.