



MEETING MINUTES

Meeting of the Board of Library Trustees of the La Grange Park Public Library District, June 17, 2020 at 7:00pm, in the library, 555 N. La Grange Road, La Grange Park, IL 60526.

1. President Whitman called the meeting to order at 7:02 pm.
2. Upon roll call the following were present: President Whitman, Vice-President Gies, Secretary Snow, Treasurer Swainson, Trustee Donaldson, Trustee Clement arrived at 7:10pm. Absent: Trustee Demes-O'Brien,
3. Pledge of Allegiance
4. Introduction of visitor(s): None
5. Public comment: None
6. Staff report: We have been approved for the Per Capita grant for next year and will receive \$20,000. We have also received a \$25,000 technology grant. Library Home Delivery has been well-received. Homebound will begin on Saturday, June 20th. Summer Reading Logs and Website/app have also been well-received. Our E-resource stat is higher this month because many new resources were added.
7. Trustee reports: None
8. Treasurer's Report: None
9. Consent Agenda (Roll call vote): Snow motioned to approve, seconded by Donaldson-6 Ayes 0 Nays 1 Absent. Motion approved.
 - a. Minutes of previous meeting(s)
 - b. Invoices to be paid in the amount of \$ 74,679.90
Checks from Wintrust numbered 35354 - 35399
10. Unfinished business:
 - a. Discussion of our Phased Reopening Plan-We will provide PPE, schedule regular cleaning, and create procedures for equipment such as self-checkout. On July 1 we will open the vestibule with holds and a self-checkout machine (delivery will cease). The second floor will be open for 1 hour for people to use computers, printers, copy service, and one person will staff the reference desk. We will keep remote reference line for remote reference, and we will continue virtual programming due to space constraints. We will have restricted hours: M-TH 11-6 and Saturday 12-5, and we will open additional services when it is safe to do so. RAILS ILL will pick up other library's items beginning tomorrow. On the 25th, they will begin delivering our items. Staffing will be 10 people/day.
 - b. Motion to approve Annual Working Budget for Fiscal Year 2020/2021-Trustee Snow motioned, seconded by Trustee Clement 6 Ayes 0 Nays 1 Absent. Motion passes.
 - c. Update on Discussion of Boldt Construction-Library Attorney will work with Kate on RFQ process. If needed, RFQ will be ready at the next board meeting to begin next August. Kate will do a follow-up email after she speaks with the attorney.
11. New Business:
 - a. Motion to approve Ordinance 2020-01 Amending the Sexual Harassment Policy-Snow motioned, seconded by Gies. 6 Ayes 0 Nays 1 Absent. Motion passes.
 - b. Motion to approve Ordinance 2020-02 Establishing Board Meetings for FY 2020/2021-Snow motioned, seconded by Donaldson. All in Favor. Motion passes.
 - c. Motion to decline participation in public library non-resident card program. Snow motioned, seconded by Gies. 6 Ayes 0 Nays 1 Absent. Motion passes.
 - d. Appointment of 2 (two) trustees to audit the secretary's books-Trustees Clement and Gies volunteered.
 - e. Motion to approve the updated Personnel Manual-Snow motioned, seconded by Clement-6 Ayes, 0 Nays, 1 Absent. Motion passes.



f. Motion to approve liability insurance for FY 2020/21. Snow motioned, seconded by Donaldson-6 Ayes, 0 Nays, 1 Absent. Motion passes.

12. Communications (includes emails to the board)

13. Executive session

14. Final action on executive session

15. Adjournment-Snow motioned, seconded Clement. All in favor. Meeting adjourned at 9:04pm.