

Meeting Minutes: Regular Board Meeting: May 19, 2020

Call to Order: At 7:00 pm, President Smedinghoff called the regular meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees present: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt
- Also present: Sue Quinn (RFPL Director) and Joanna Bertucci (RFPL Materials and Business Services Manager)

The May 19, 2020 Regular Meeting of the River Forest Public Library Board of Trustees took place by phone pursuant to the Executive Order by Illinois Governor J.B. Pritzker that suspends the requirement for in-person public meetings due to the COVID-19 pandemic.

Public Comments: None submitted.

Consent Agenda:

- a. Minutes of the Regular Meeting: April 21, 2020
- b. April 2020 Warrant List
- c. April 2020 Revenue and Expense reports
- d. April 30, 2020 Balance Sheet

President Smedinghoff asked if Trustees would like any items taken off the consent agenda. Trustees did not request any items be removed from the consent agenda.

Trustee Hill moved to approve the consent agenda, items a.-d. Trustee Hopkinson seconded. Trustees did not have any questions or comments about the consent agenda. A roll call vote was taken.

Roll Call Vote:

- Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt.

Director's Report on resumption of in-person services at the library building:

Director Quinn stated that since libraries closed in mid-March 2020, Directors and staff have been trying to figure out how to safely reopen. In early May, Governor Pritzker released a 5 phase plan (Restore Illinois) to provide a framework for how Illinois could safely reopen. In reviewing his plan, Director Quinn feels that it makes the most sense to tie the RFPL reopen plan to the Governor's, as opposed to choosing arbitrary dates.

In his recent reports, the Governor has stated that the metrics in our area of Illinois are on track to allow for the stay-at-home order to expire, as planned, on May 30th. This expiration would allow for the library to begin offering limited onsite services on Monday, June 1st.

As of today, RFPL has entered into Phase 2b of the plan which allows for a limited number (2-3) of staff members in the building to prepare spaces/workstations for reopen and be onsite to receive materials and supply deliveries.

Director Quinn addressed questions from Trustees regarding the plan:

- Trustee Calabrese-Berry thanked Director Quinn for the report she prepared and found the article sent to Trustees to be very helpful.
- Trustee Hopkinson noted that the plan was understandable and it was appropriate that our plan fit within current guidelines. Trustee Hopkinson asked if there was a contingency plan in place, as current models forecast a second wave of the virus in the Fall. Director Quinn responded that as necessary RFPL would move back into previous plan phases aligned with the Restore Illinois plan.
- Trustee Smedinghoff commented that reopening issues and considerations are not simple. Director Quinn's plan is appropriate, reasoned, and provides a sound framework for moving forward.
- A question was asked if any Trustees have heard from the public regarding reopening plans.
 - Trustee Long commented that she has been promoting virtual services to RF friends and neighbors and encouraging them to sign up for the eNewsletter to get information/updates from the library.
 - Trustee Stierwalt mentioned that people miss the library.
- Trustee Stierwalt asked how RFPL was supporting District 90 with its summer book club initiative. Director Quinn responded that District 90 is offering 30 summer book clubs to River Forest resident children. Sign up will be administered through RFPL's calendar registration software, as District 90 does not have a platform to support online registration. District 90 will purchase copies of the books for students and RFPL will facilitate their pick-up. The discussions will be led by District 90 teachers.
- Trustee Stierwalt asked for additional explanation regarding the reduction of staff hours. Director Quinn explained that full time staff members will not experience a reduction in hours and will be working their full schedule, both in-person and remotely. Part time staff hours were reduced up to 50% based on job function. Positions whose primary duties are materials handling saw the largest reduction. Managers issued return to work letters to staff members on Monday, May 18th and are currently coordinating schedules with staff members. Based on who returns, there may be opportunities for additional hours for staff.
- Trustee Long asked about the reduced service hours in the next stage of the plan. Director Quinn clarified that service hours are not reduced for help (via chat and email). The added curbside pickup (1-7 M-F and 11-5 Fri-Sat) are a subset of the overall service hours. Online support hours will be a part of our communication to public about reopening.

- Trustee Long asked if RFPL would be taking staff temperatures or conducting health surveys. Director Quinn responded that RFPL would not be taking temperatures or conducting health surveys. Our message to staff will be to stay home if you are sick or showing any symptoms.
- Trustee Bevan asked for some logistical clarification for how patrons should contact the library for materials, reader's advisory, once staff return to the building. Director Quinn explained that patrons can place holds for RFPL materials only via the online catalog or SWAN app. Additionally, patrons can call during open hours and speak with a staff member who can make recommendations and/or pull a selection of materials. Patrons can also email requests.
- Trustee Bevan asked how RFPL will be handling materials returns. Director Quinn explained that patrons will be able to return materials to the exterior book drops starting May 26th. Materials will be quarantined in the meeting room for 7 days. RFPL will store interlibrary loan items until delivery resumes. The Directors of Elmwood Park and Forest Park will coordinate with RFPL to return items between their libraries and RFPL.
- Trustee Hill asked if there would be a delay in items coming off patron accounts due to the quarantine period. Director Quinn responded that there would be a delay and materials would be remain checked out to patrons while they are in quarantine.
- Trustee Stierwalt asked if there was a plan to offer phone services by offsite staff during service hours. Director Quinn will investigate if RFPL can enable call forwarding through Comcast.

New Business: Policy Additions to Section IV. Staff

- a. Families First Coronavirus Response Act
- b. Telework

Trustee Hill presented two temporary policies to the Board from the Policy Committee. Trustee Hill explained that both policies were temporary and would run through 12/31/20. The Families First Coronavirus Response Act policy is in response to the law (of the same name) that went into effect on April 1, 2020. Additionally, the Telework policy allows for employees to work remotely at the Director's discretion during this time.

Trustee Hill moved for the approval of these policies from the Policy Committee. A vote was taken and the motion passed unanimously.

Old Business: Resolution to change Library Trustee term limit to 4 years (per ILSC 5/4-3.1)

- President Smedinghoff explained that earlier in the year the Board had discussed the possibility of changing RFPL's Trustee term limit from 6 years to 4 years. In order to give proper notice to the Cook County Board of Elections, Trustees would have to vote to

change the term in the next month. President Smedinghoff asked for a motion to change the Library Trustee term limit to 4 years. Trustee Hill moved to approve the motion, Trustee Calabrese-Berry seconded, and there was brief discussion.

- Trustee Calabrese-Berry commented that a 4-year term is more attractive for future candidates. Trustee Long completed a timing analysis and noted that moving to a 4-year term now would result in a distribution of expiring seats that would not require a trustee to serve a shortened term (e.g. 2 year as opposed to a 4 year term).

- A roll call vote was taken.
 - Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt.

President's Report

- President Smedinghoff did not deliver a report.

- Before the conclusion of the meeting, Trustee Long asked for some clarification about the delivery of the next RFPL Strategic Plan progress report. President Smedinghoff noted that Director Quinn prepared a thorough and comprehensive report of Strategic Plan progress that was included in the March 17, 2020 board packet. The report was not formally presented to the Board as the March board meeting was cancelled due to the COVID-19 pandemic. Director Quinn expressed that report could be updated and presented to the Board at the annual meeting scheduled for July.

Adjournment

- At 8:00 PM, Trustee Stierwalt moved to adjourn the Regular Meeting. Trustee Hopkinson seconded. The motion passed unanimously, and the meeting was adjourned.

Respectfully submitted,
Alice Calabrese-Berry
Secretary