

BARTLETT PUBLIC LIBRARY DISTRICT
Special Board Meeting Minutes
Tuesday, May 26, 2020, 7:00 p.m.
Virtual Location
800 S. Bartlett Road, Bartlett, IL 630-837-2855

The special meeting was called to order at 7:00 p.m. by President Barry.

ROLL CALL: Present were Trustees Olsen, Deyne, DeSmidt, Sias, Hopkins, Bucaro, and Barry

Staff Members Present: Library Director Karolyn Nance, Human Resources Generalist Dina Castelvechi, IT Manager Bridgett DeJohn, Public Relations Manager Roslyn Schmaltz, IT Assistant Tyler Kock, Adult & Technical Services Manager Mary Jane O'Brien, Youth & Teen Services Manager Ruth Anne Mielke, Adult Services Assistant Manager Karen Segó, Shelver Brad Lesniak, Teen Services Coordinator David Cassara, Circulation Associate David Palewski, Technical Services Assistant Gabriele Campoli, Circulation Associate Ginger Gebka, Circulation Associate Jill Ruby, Circulation Associate Karen Deering, Inter-Library Loan & Technical Services Assistant Karen Kreterfield, Circulation Supervisor Laura Gurgos, Circulation Associate Linnea Nowak, Graphic Artist Lisa Marinelli, Payroll Specialist Marianne Kingsmill, Circulation Supervisor Mary Prohaska, Business Office Specialist Michelle Morgan, Youth & Teen Services Librarian Rozanne Porter, Youth & Teen Services Librarian Sandra Sasal, Circulation Associate Terry Loftus

Patrons Present: Mary Bavido

Recording Secretary: Jodi Baxter

TOWN HALL: None

ACTION ITEMS

Re-Opening Plan Review

HR Generalist Dina Castelvechi and IT Manager Bridgett DeJohn distributed a written Re-Opening Plan to the Trustees prior to the meeting. Ms. Castelvechi gave an overview of the Plan. Re-opening will begin the week of June 1, 2020. Supervisors and Managers will attend in-person training, followed by staff in small group trainings on June 3-5, 2020. During this time, the book drop will be open and items will be placed in quarantine.

Employees will begin working in the building the week of June 8, 2020 in 4.5 hour shifts.

Employees will begin 15 minutes prior to the building opening and stay 15 minutes after closing for cleaning purposes. Library hours will be:

Monday-Tuesday – 5-9pm

Wednesday-Thursday – 9am-1pm

Friday-Saturday-Sunday – 1-5pm

Directional tape will be placed on the floors, in order to maintain six-foot social distancing. Patrons will enter the Library through the front door, pick up items placed on hold in the café area, and then

proceed to self-check-out. A sign will be posted outside the building stating that face coverings must be worn. An employee will be stationed at the front door as a greeter.

IT Manager Bridgett DeJohn shared that due to reduced Library hours, patrons will have four, rather than three, days to pick up hold items.

Trustee DeSmidt questioned this change, stating that three days is sufficient time to pick up materials, even with reduced hours. Patrons are anxious to obtain materials. Trustee Olsen recommended the additional day for flexibility, due to the challenge for working patrons to get to the Library during this period with reduced hours.

The public restrooms in the lobby will be open for patron use. Drinking fountains will be open, but patrons be directed to use them to fill water bottles only. Restrooms will be cleaned at least once during each shift. It is anticipated that most patrons will not use the bathrooms. Donations are suspended, but if any are made, they shall be quarantined.

Trustee DeSmidt asked about cleaning returned materials. Ms. DeJohn stated that materials will be in quarantine for seven days, and will not require any further cleaning.

Library staff has reviewed staff roles and responsibilities, and determined that some staff members will continue to work up to 22.5 hours remotely, and up to 9 hours in the Library. The goal is to have staff on-site, but to ensure that the Library operates within recommended guidelines of minimal staff on-site.

Certain projects can be done remotely, but others, such as working on collections, have to be done in the building. Trustee Olsen questioned whether collection work has been taking place. Ms. DeJohn confirmed that material purchases have been on-going, but material removal (culling/weeding) cannot be done remotely.

Employees shall self-monitor their health status. Patron temperature checks were discussed, but determined to be too intrusive.

Trustee Hopkins made a motion to accept the Re-Opening Plan. Second by Trustee Bucaro. The motion was approved by roll call vote. All ayes.

Trustee DeSmidt made a motion to amend the Re-Opening Plan, keeping the hold period at three days, rather than extending it to four days. Second by Trustee Sias. The motion was approved by roll call vote. Trustees Deyne and Barry voted nay. All other ayes.

Trustee Hopkins made a motion to accept the Re-Opening Plan, as amended. Second by Trustee DeSmidt. The motion was approved by roll call vote. All ayes.

Resolution 2020-02 Confirming Essential Government Functions

Trustee Hopkins made a motion to approve the resolution confirming the Re-Opening Plan, and the Board's determination that the Library provides crucial and essential functions for the Bartlett community. Second by Trustee Bucaro. The motion was approved by roll call vote. All ayes.

NEW BUSINESS

Trustee Olsen noted that the initial Covid-19 closing policy and procedures were coordinated with the U-46 school district. If there is a resurgence of Covid-19 in Fall 2020, the Board may need to revisit and modify this policy. Director Nance agreed.

TOWN HALL: None

ADJOURNMENT:

There being no further business, Trustee DeSmidt made a motion to adjourn the meeting. Trustee Sias seconded the motion. The meeting adjourned at 7:51 p.m.