

**BARTLETT PUBLIC LIBRARY DISTRICT**  
**SPECIAL BOARD MINUTES**  
**Monday, April 6, 2020, 7:00 pm**  
**Location: On-Line Zoom Meeting**

The Special Board Meeting of the Bartlett Public Library Trustees was called to order at 7:02 p.m. by President Barry.

**ROLL CALL:** Present were Trustees Olsen, Deyne, DeSmidt, Sias, Hopkins, and Barry  
Trustee Bucaro arrived at 7:20 p.m.

**Staff Members Present:** Library Director Karolyn Nance, Human Resources Generalist Dina Castelvechi, IT Manager Bridgett DeJohn, Adult & Technical Services Manager Mary Jane O'Brien, Public Relations Specialist Roslyn Schmaltz, Circulation Assistant Manager Mary Prohaska, Circulation Supervisor Laura Gurgos, Circulation Associate Ginger Gebka, Circulation Associate Carol Ann Heagney, Circulation Associate Cathy Leo, Circulation Associate Jeffrey Miller, Technical Services Assistant Gabriele Campoli, Inter-Library Loan & Technical Services Assistant Karen Kreterfield, Youth & Teen Services Assistant Manager Phyllis Sadowski, Teen Services Coordinator David Cassara, Youth & Teen Services Librarian Rozanne Porter, Youth & Teen Services Librarian Sandra Sasal, Youth & Teen Services Assistant Amanda Keen, Adult Services Assistant Manager Karen Segó, Adult Services Librarian Henry Sadowski, Adult Services Librarian Sonya Skibicki, Payroll Specialist Marianne Kingsmill, IT Assistant Tyler Kock, Graphic Artist Lisa Marinelli, Business Office Specialist Michelle Morgan

**Patrons Present:** Ralph Tovar, Pat Beaumont, Vicki Mueller, Rachel Cassara

**Guest Present:** Roger Ritzman, Library Attorney

**Recording Secretary:** Jodi Baxter

**TOWN HALL:**

A participant was ejected from the meeting, due to disruptive behavior.

Director Nance read Steven Henrickson's comments to those in attendance. He asked that full pay be made to those who are employed by the Bartlett Public Library. One of the things he misses the most during this time of social distancing is the use of the library.

**ACTION ITEMS:**

1. Hiring Freeze

Trustee DeSmidt made a motion to implement a three-month hiring freeze through July 1, 2020, at which time any staffing needs can be addressed. Second by Trustee Olsen.

Discussion: Director Nance shared that the open positions include: Adult Services Associate, Youth & Teen Services Librarian, and Facility Manager. She stated that libraries are busiest during times of recession, and a hiring freeze would be drastic. She recommends filling current open positions when we reopen and to evaluate future openings as they arise. Other Trustees shared their opinions on the importance of the Facility Manager position, and the proposed length of the hiring freeze.

The standing motion was amended into two motions. Trustee DeSmidt made a motion for the Library to move forward with the hiring of a full-time Facility Manager. Trustee Hopkins seconded the motion. The motion was approved by roll call vote. Trustee Olsen voted nay. All other ayes.

Trustee DeSmidt then made a motion to implement a hiring freeze for all other positions through October 1, 2020. Trustee Olsen seconded the motion. The motion was approved by roll call vote. Trustee Sias and Trustee Barry voted nay. All other ayes.

## 2. Mandatory Use of Benefit Time

Trustee Olsen made a motion that all employees who are not working full schedule of hours be required to use accrued benefit time or only be paid for hours worked, with an effective date of April 7, 2020. For lack of a second, the motion failed.

## 3. Furlough of Part-Time Staff

Trustee Olsen made a motion to furlough all part-time staff, effective April 7, 2020. Second by Trustee DeSmidt.

Discussion: Trustees and staff discussed various options. Roger Ritzman, Library Attorney, recommended that the Library defer a decision regarding furloughs for part-time employees until the next meeting in order to allow for more research.

After discussion, the motion was subject to roll call vote. Trustee Olsen voted aye. All other nays. The motion failed.

## 4. Reimbursement of Expenses for Working at Home

Director Nance stated that Illinois law directs the library to reimburse certain expenses for employees required to work from home. She mentioned an expected \$5.00 flat monthly rate for part-time employees and a \$25.00 flat monthly rate for full-time employees.

Dina Castelvechi stated that employees were not required to work from home prior to the closure, so this law did not apply to the library at that point. Now that the library is directing employees to work from home, this law applies and requires the reimbursement of expenses.

Director Nance stated that since this is a matter of law and administration, no board action is required.

## 5. Resolution 2020-01 Delegating Authority

The proposed resolution allows handling of key matters between regular meetings, in order to reduce the number of special meetings. Authority may be delegated to either the Board President or Library Director to handle key administrative details between regular board meetings.

Trustee Sias made a motion to approve Resolution 2020-1, and grant authority to President Barry to handle key administrative details between regular board meetings. Second by Trustee Deyne.

After discussion, the motion was approved by roll call vote. Trustee Olsen voted nay, all other ayes.

## 6. Short-Term Plan

Director Nance asked that the Board approve the payment of all employees' standard hours through April 30, 2020. More information should be available by the regular meeting of the Board,

which will be held April 20, 2020. The staff is currently working remotely, and Director Nance expressed appreciation to all the staff for their efforts during this time.

Trustee Hopkins made a motion to pay all employees through April 30, 2020. Second by Trustee DeSmidt.

After discussion, the motion was approved by roll call vote. Trustee Olsen voted nay. All other ayes.

The Long-Term Plan will be tabled until the April 20, 2020 Board Meeting.

**TOWN HALL:** None

**ADJOURNMENT:** Trustee DeSmidt made a motion to adjourn the meeting. Second by Trustee Sias. The meeting adjourned at 8:06 p.m.