

Chicago Heights Public Library

Regular Board Minutes

September 22, 2020 Via Zoom

*Due to Covid-19, the Governor of the state of Illinois has determined that public bodies may meet via electronic format during the pandemic, to allow for conduct the business of the public body. All other Open Meetings Act rules apply during that time.*

**Roll Call:** Meeting Called to order at 6:09 PM

Members Present: Aldana, Baikauskas, Bennet, Cifelli, Gomez (@6:31), Perez, Propst, Sanders, Paicely

Also Present: Interim Director Parker, Attorney Trotter, Attorney Ciesel. Alex Todd of Deiters & Todd joined in at 6:45.

**Public Comments:**

There were none.

**Approval of Minutes:**

Trustee Baikauskas made a motion to approve the minutes of the regular and executive session board meeting minutes for August 25, 2020. Trustee Sanders seconded the motion. Upon a roll call, where trustees voted in favor of the motion, with an abstention from Trustee Perez, motion carried.

**Correspondence:**

There was none.

**Interim Director Report:**

Interim Director Parker asked if anyone had questions about her report. Topics that have arisen since the writing of the monthly report are:

- Parker met with Dan Eallonardo, Independent Construction Services, to discuss a facility assessment. ICS is a company who works with libraries throughout northern Illinois on facility projects, from new to renovations. ICS has worked with many of the local libraries in the area (Lansing, Homewood, Glenwood-Lynwood, Flossmoor, New Lenox etc). After a walk-through Dan suggested the library invite library architects with a strong engineering component to walk the building and submit proposals to conduct a full mechanical assessment of the structure and all systems.

This assessment will give the board an ideal of the needs of the facility and will help plan and budget moving forward. The board agreed to allow Interim Director Parker to invite consultants in to submit proposals.

- Now that there is a full-time person back in the business office we will be concentrating on organizing all the files and get the offices in shape for the new director.
- Re-opening the library has gone well. We seem to have a steady stream of patrons, but not overwhelming. We are not busy in the 2 evenings we are open, so will not be reopening back to full hours, but want to maintain some evening hours. We have been getting requests to allow in house quiet study. We are considering that with one or two at a time for an hour or 1.5 hours length of time. Staff are discussing how to make that work.
- Now that board committees have been assigned Interim Director Parker will begin to hold committee meeting so the board can get used to the process of committee work
- Parker asked board about comfort of starting to meet in person again. Five of the nine board members expressed that they were not yet comfortable attending meetings in person due to the pandemic. The board will continue to meet via Zoom for the foreseeable future and in compliance with the Governors executive orders.

### **Financial Reports:**

Trustee Perez made a motion to approve the August 31, 2020 financials and September 22, 2020 A/P list in the amount of \$18,432.80 as presented. Trustee Cifelli seconded the motion. After a roll call, where all trustees voted in favor, motion carried.

### **Unfinished business:**

New Director Search: Alex Todd of Deiters & Todd stated that there were approximately 32 applicants for the position, with quite a few from out of state. He discussed the timeline and when they were going to do phone screening interviews. He also discussed potential dates for board Zoom interviews with screened candidates and final interview dates. The library should have a new library director no later than the beginning of the new year.

Trustee Aldana asked if the board would have an opportunity to review resumes before interviews. Alex said that they would have the ability review resumes, cover letters and a questionnaire that each candidate will be asked to answer.

### **New Business:**

Ratify Amato Business Maintenance contract: Trustee Gomez made a motion to ratify the contract starting August 31, 2020 in the amount of \$1,825/month. Trustee Aldana seconded the motion. After a roll call, where all trustees voted in favor, motion carried.

Job Descriptions: Trustee Baikauskas made the motion to approve the job descriptions for Circulation Clerk, IT Manager, Shelver and Technical Services as presented. Trustee Aldana seconded the motion. After a roll call, where all trustees voted in favor, motion carried.

Close library day after Thanksgiving: While not in the employee handbook as a closed day, the library has been closed the day after Thanksgiving for a number of years. Trustee Propst made the motion to close the library the day after Thanksgiving. Trustee Perez seconded the motion. After a roll call, where all trustees voted in favor, motion carried.

**Trustee Information and General Announcements:**

Interim Director Parker stated that the training module for RAILS was ready to go and trustees could access training now.

**Executive Session:**

There was none

**Action following Executive Session:**

There was none.

**Adjournment:**

Trustee Bennet made a motion to adjourn the Chicago Heights Public Library Board Meeting. Trustee Gomez seconded the motion. The regular meeting of the Chicago Heights Public Library Board of Trustees was adjourned at 7:13 PM.

Approved by Board of Trustees: October 27, 2020

Attest: \_\_\_\_\_