

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON FRIDAY, MARCH 13, 2020.**

03.20.01 A special meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Hendrickson Room of the Arlington Heights Memorial Library on Friday, March 13, 2020, at 6:15 p.m. by President Greg Zyck.

03.20.02 Upon **ROLL CALL**, the following answered Present: Trustees Medal, Smart, Supplitt, Tangney, Thanopoulos, and Zyck.

Absent: Trustee Ruhl

Also present: Michael Driskell, Executive Director; Donna Ekl, Director of Finance; Janet Moravec, Business Office Administrator; Julie Doren, Business Office Assistant.

03.20.03 There was no **PUBLIC COMMENT**.

03.20.04 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED FEBRUARY 29, 2020 (Action Item 1)** – Mr. Driskell provided information in response to trustees’ questions about individual expenditures.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED MARCH 2020, IN THE AMOUNT OF \$277,472.09.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

03.20.05 **LIBRARY CLOSURE DUE TO COVID-19 (Action Item 2)** – The board discussed the library’s response to Coronavirus and the impact to services and staffing. The board supports the executive director’s decision to close the building and limit to essential staff in order to respond proactively to mitigate the risk and impact of Coronavirus. On Tuesday March 17, the library will still operate as a polling location for the 2020 Presidential Primary Election. The rest of the library building will remain closed. Staff will continue to provide some essential services during the closure while keeping staff and the community safe from exposure to Coronavirus and community spread. The board approved to pay staff for their regularly scheduled work shifts for the period March 14-29.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES TAKE A TEN MINUTE RECESS.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Smart, Supplitt, Tangney and Zyck. Nay: Trustee Thanopoulos. The motion carried and the board recessed for a ten minutes break at 7:16 p.m.

At 7:26 p.m. the special board meeting reconvened.

Trustee Thanopoulos moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE EXECUTIVE DIRECTOR TO EXTEND PAY TO STAFF DURING EMERGENCY CLOSING DUE TO THE CORONAVIRUS, OTHERWISE KNOWN AS COVID-19, FOR THE PERIOD OF MARCH 14 THROUGH MARCH 29.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

03.20.06 There were no **OTHER** items to be discussed.

There being no further business to discuss, Trustee Medal moved **ADJOURNMENT.** Trustee Smart seconded. All were in favor and the meeting was adjourned at 7:32 p.m.

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Carole Medal, Vice President/Secretary

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Janet Moravec, Recorder