

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, MARCH 24, 2020.**

03.20.01 A special meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order on Tuesday, March 24, 2020, at 6:12 p.m. by President Greg Zyck. The meeting was held virtually and hosted live on YouTube due to COVID-19 and the Illinois shelter in place order.

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

Absent: None

Also present via teleconference: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Janet Moravec, Business Office Administrator.

03.20.03 There was no **PUBLIC COMMENT**.

03.20.04 **LIBRARY CLOSURE DUE TO COVID-19 (Action Item 1)** – The board discussed the library’s response to Coronavirus and the impact to services and staffing. Mr. Driskell reported due to the spread of COVID-19, the library canceled all programs and suspended most services March 14-29. During the closure, chat and email services remained operational. Based on Governor Pritzker’s mandate and the Illinois Department of Health’s recommendation, planned on-site programming through May 11 have been canceled and will be replaced with select online or recorded programs. Based on the shelter in place order in effect, the building closure has been extended through April 7 while staff are continuing to improve and operate virtual services for the community. The board authorized the continued closure of the building to the public, if needed, and to pay staff their regularly scheduled hours for an extension period of the closure not to exceed 30 days from March 30, 2020.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE EXECUTIVE DIRECTOR TO EXTEND PAY TO EXEMPT AND NON-EXEMPT STAFF THEIR REGULARLY SCHEDULED HOURS FOR AN EXTENSION PERIOD OF CLOSURE NOT TO EXCEED 30 DAYS STARTING MARCH 30, 2020.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

Trustee Thanopoulos moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE EXECUTIVE DIRECTOR TO EXTEND THE CLOSURE OF THE LIBRARY IN RESPONSE TO THE COVID-19 PANDEMIC FOR A PERIOD NOT TO EXCEED 30 DAYS FROM MARCH 30, 2020.** Trustee Smart

seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

03.20.05 **OTHER**

- President Zyck thanked staff for their amazing work during the coronavirus pandemic. Mr. Driskell also thanked staff for their support and innovative ideas in bringing services to the community in new and creative ways. Staff are also pursuing professional development opportunities with online training and webinars during the closure.
  
- The American Library Association's Executive Board announced the 2020 ALA Annual Conference & Exhibition scheduled for June 25-30 in Chicago has been canceled due to COVID-19.
  
- Mr. Driskell shared he is continuing to work with the architect on the makerspace building project.

There being no further business to discuss, Trustee Smart moved **ADJOURNMENT**. Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 6:47 p.m.

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Carole Medal, Vice President/Secretary

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Janet Moravec, Recorder