

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON MONDAY, APRIL 6, 2020.

04.20.01 A special meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order on Monday, April 6, 2020, at 7:30 p.m. by President Greg Zyck. The meeting was held virtually and hosted on a live stream on the library's YouTube channel for public viewing, due to COVID-19 and the Illinois shelter in place order.

04.20.02 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.

04.20.03 **PUBLIC COMMENT** – President Zyck shared a public comment submitted via email regarding continued closure and handling staff payment.

04.20.04 **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 the library has closed to the public and suspended in-person services March 14 - April 30 due to COVID-19. During the closure, some public services have remained operational and others have been added including chat and email customer contact points and electronic resources promotion. In addition to public services, support-related tasks will be completed during the closure including building maintenance, invoice and payroll processing, and human resources staff support. Staff have been working remotely whenever possible during the closure. In order to continue library services, be prepared for reopening, and to use the time to work on innovation for the future, staff are working on plans to prepare the building for public use while allowing for social distancing and looking at ways to adjust services to serve the community in, what will undoubtedly be, a different model of service.

On March 24, the Board of Library Trustees approved the extension of pay to staff not to exceed 30 days beyond the initial closure. This date, however, falls one day short of the pay period end, April 30. Mr. Driskell requested the board extend staff pay one additional day to align with the pay period end.

Trustee Medal 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 THROUGH APRIL 30, 2020.** Trustee Thanopoulos

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

Mr. Driskell presented a high level overview of work being completed during the closure.

- Deployment of mobile equipment; setup of remote email and VPN accounts; and Microsoft Office 365 deployment and training for remote staff
- Changes to the library's website to accommodate content needs
- Creation of online streaming and recorded (on demand) programming
- Electronic library card registration (214 new library cards issued during closure to-date)
- Informational resources on library website: unemployment, financial resources, small business help, job skills training and resources, community resources (mental health, social services), learning and working from home
- eBooks and downloadable video (with increased checkout limit)
- Procuring new and popular items for the collection
- Social media/email campaigns promoting eMaterials and virtual content with record open rates, engagement and follower levels and summer library newsletter writing and design
- Working on projects, staff development, and daily operations including training and documentation

Mr. Driskell also presented work being completed in preparation for the opening of the building.

- Plans to reopen the building under CDC guidelines for social distancing
- Develop innovative ways to serve the community in a changed service environment
- Determine financial direction going forward

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

There being no further business to discuss, Trustee Smart moved **ADJOURNMENT**. Trustee Tangney seconded. All were in favor and the meeting was adjourned at 8:12 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder