

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON WEDNESDAY, APRIL 29, 2020.

04.20.01 A special meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order on Wednesday, April 29, 2020, at 6:02 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, Smart, Supplitt, Tangney, Thanopoulos, and Zyck.

Absent: Trustee Ruhl

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 two public comments submitted via email regarding public notice of meetings and services to the homeless community during the pandemic.

Trustee Ruhl joined the meeting via teleconference at 6:03 p.m.

04.20.04 **LIBRARY CLOSURE DUE TO COVID-19 (Action Item 1)** – The board discussed the library's response to Coronavirus and the State of Illinois stay-at-home order and the impact to services and staffing. Mr. Driskell reported with the extension of the stay-at-home order through May 30, 2020, staff is recommending the extension of the closure of the building to the public to be in-line with the stay-at-home order extension. There is a possibility of resuming some services to the community after May 1, depending upon the specific wording outlined in the signed stay-at-home order. Once the order is signed, staff will have access to additional information to determine possible levels of service through May 31.

Beginning in May, staff will begin preparing the facility for the delivery of public services by planning and implementing guidelines for social distancing, safety and sanitation. The plan to add services and eventually reopen the building will be phased in by offering services including phone support, drive-up and return accessibility and preparation and planning for eventual public building access.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES EXTENDS THE CLOSURE OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY, BASED ON STAFF RECOMMENDATION, UNTIL MAY 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.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE EXECUTIVE DIRECTOR TO EXTEND PAY TO EXEMPT AND NON-EXEMPT STAFF FOR THEIR REGULARLY SCHEDULED HOURS THROUGH MAY 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.

04.20.05 OTHER

- Mr. Driskell shared staff are using library 3D printers to create personal protective equipment for health facilities in Arlington Heights including Northwest Community Hospital.
- Mr. Driskell shared Communications and Marketing staff and Info Services staff have been extremely busy communicating information and connecting with the community while the building is closed. Management and select staff have been working on plans for the reopening of the building including setting up the facility for social distancing.

There being no further business to discuss, Trustee Smart moved **ADJOURNMENT.** Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 6:24 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder