

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON MONDAY, DECEMBER 7, 2020.

12.20.01 A special meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order on Monday, December 7, 2020, at 7:00 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, in response to the State of Illinois' Tier 3 COVID-19 resurgence mitigations.

12.20.02 Upon **ROLL CALL**, the following answered present via teleconference: Trustees Medal, Smart, Supplitt, Tangney 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; Julie Doren, Business Office Assistant; Andy Dogan, Williams Architects; Natalie Clemens, Williams Architects.

12.20.03 **PUBLIC COMMENT** – President Zyck shared a public comment submitted via email regarding library services.

12.20.04 **AWARDING OF MAKERSPACE PROJECT BIDS (Action Item 1)** – On November 24, a public bid was held for the makerspace building project at 112 North Belmont Avenue and the vetting of the ten bid packages was completed. Andy Dogan from Williams Architects presented the base bid results and alternate bids. The board reviewed and discussed recommendations and alternates.

Bid alternate #2 in the amount of an addition of \$20,523 for remodeling the entrance vestibule to include a new accessibility ramp and storage room for the kitchen. Bid alternate #7 in the amount of an addition of \$7,400 to replace suspended panel fixtures in the main makerspace with decorative industrial-look pendants. Bid alternate #8 in the amount of a reduction of \$11,500 from the general trades package for removal of safety railings at the roof level. Library staff will instead purchase a safety railing system directly from the manufacturer and install the system.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE BASE BID RESULTS FROM BID RELEASE #3 PLUS ALTERNATES #2, #7, AND #8, IN THE AMOUNT OF \$694,452, PLUS A CONTNGENCY AMOUNT OF \$24,048 FOR A TOTAL BUDGET OF \$724,000 FOR THE CONSTRUCTION OF THE MAKERSPACE.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- 12.20.05 **COVID-19 RELATED SERVICE CHANGES (Action Item 2)** - The board reviewed and discussed services and staffing changes in response to the State of Illinois' Tier 3 COVID-19 resurgence mitigation plans.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE EXECUTIVE DIRECTOR TO CLOSE THE LIBRARY BUILDING TO THE PUBLIC, EFFECTIVE DECEMBER 8, 2020 THROUGH JANUARY 20, 2021.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE EXECUTIVE DIRECTOR TO EXTEND PAY TO EXEMPT STAFF AND, AT MINIMUM, 2/3 PAY TO NON-EXEMPT STAFF FOR THEIR REGULARLY BUDGETED HOURS THROUGH JANUARY 20, 2021.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- 12.20.06 **EXTENSION OF TEMPORARY POLICY DUE TO COVID-19 (Action Item 3)** - The board discussed the extension of temporary changes to existing library and human resource policies to make accommodations for modifications in services related to COVID-19.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES RECOGNIZES AND EXTENDS THE TEMPORARY COVID-19 POLICY, AMENDING EXISTING POLICIES, EFFECTIVE JANUARY 1 THROUGH FEBRUARY 17, 2021.** Trustee Supplitt seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- 12.20.07 **REVISIONS TO HUMAN RESOURCE POLICIES – HOLIDAY AND BEREAVEMENT AND PERSONAL LEAVE (Action Item 4)** - Staff presented proposed revisions to human resource policies Holiday and Bereavement and Personal Leave. The board discussed the proposed revisions; staff will bring the revised policies to the board for action at their next meeting.

- 12.20.08 **PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT LETTER OF SUPPORT (Action Item 5)** - The board reviewed a drafted letter of support to Prospect Heights Library District for a referendum to annex properties without library coverage.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES OF THE LETTER OF SUPPORT AS READ BY PRESIDENT ZYCK.** Trustee Supplitt seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

12.20.09 **FY2021 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT UPDATE (Item 6)**

- Staff provided an update on the Illinois State Library FY2021 Public Library Per Capita Grant requirements and application. To comply with the application requirements, the library director and the Board of Library Trustees will review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries, 2019*.

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

There being no further business to discuss, Trustee Supplitt moved **ADJOURNMENT**. Trustee Tangney seconded. All were in favor and the meeting was adjourned at 8:02 p.m. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder