

SPECIAL LIBRARY BOARD MEETING MINUTES

Monday, April 27, 2020

5:00 p.m.

I. Call to Order

The Board of Trustees of the Wheaton Public Library held a Special Board meeting on Monday, April 27, 2020, via Zoom and in person. Board President Christine Fenne called the meeting to order at 5:00 p.m. Members present at roll call were: Christine Fenne, Alan Herbach, Bob Lyon, Bob McDonough, Joe McHaley, Laurie Metanchuk, Simone Morton, Kathryn Staron and Vallari Talapatra. Absent: None. Betsy Adamowski, Library Director, Dawn Kovacs, Deputy Director, Ed Sirovatka, IT Manager, and Lisa Christell-Sandri, Library Finance Manager and recording secretary for this meeting, were also in attendance.

II. Citizens to be Heard

There were guests via Zoom, but no citizens to be heard.

III. Guest: Dr. Jeff Schuler, Superintendent of CUSD 200

Mrs. Adamowski invited Dr. Schuler to say a few words. He began by saying that as soon as the schools went remote, the Library was absolutely essential in supporting that remote learning. There was not a lot of lead time to start the remote learning and Dr. Schuler was thankful for the access to Library resources and for the partnership with the Library that he said will continue into the future.

AGENDA

IV. Library Director's Report

Mrs. Adamowski reported that she had a team meeting with her management staff. She was very impressed with the level of programming; there has been lots of activity and numbers are creeping up as people are getting comfortable with using the Library's virtual resources. She stated that Dawn Kovacs, Deputy Director, has registered over 500 library cards.

V. Motion to approve the minutes of the Regular Board Meeting of March 16, 2020 and Special Board Meeting of April 3, 2020

Mr. McHaley moved and Mr. Herbach seconded the motion to approve the minutes. A voice vote was taken and the motion carried.

VI. Motion to approve Compensation Plan for Stay-at-Home Order through May 31, 2020

Mrs. Adamowski put together two compensation options for the Board to consider:

There are two groups of employees during this time that the physical library building is not open. Based on job duties and ability, the employees were put into groups:

Group A: ALL employees who are tele-communicating and proving virtual service to the public during the Stay at Home order. This group is comfortably doing 100% essential library work during the average work week.

All members in this group are exempt employees and non-exempt and perform essential duties such as collection maintenance, building maintenance, payroll, communications and administrative.

Group B: ALL the employees who are telecommunicating, but ARE NOT providing direct virtual service to the public. This group is comfortably doing over 50% essential library work during an average work week.

All members in this group are non-exempt employees.

NOTE: Medical and other benefits **will** continue for both groups will continue through April 30, 2020.

Option 1 Pay both **Group A** and **Group B** 100% their average weekly wages during the 3rd Stay-at-Home Executive Order.

Option 2 Pay **Group A** 100% their average weekly wages. Furlough **Group B** and this group not work in any capacity.

Mrs. Adamowski stated that she stands behind the request to continue Option 1 as the Library and staff are proving to be an essential service to the schools and it will help with the eventual move into curbside service. Mr. McDonough moved and Mrs. Metanchuk seconded to approve Option 1 of the motion.

Roll Call Vote

Ayes: Ms. Talapatra
Mr. McHaley
Ms. Morton
Mr. McDonough
Mr. Herbach
Mr. Lyon
Mrs. Metanchuk
Ms. Staron
Mrs. Fenne

Nays: None

Absent: None

Motion Carried

Note: Ms. Staron’s attendance was muted, but she stated she voted yes to Motion VI.

VII. Discussion of Reopening Plan

Mrs. Adamowski responded to a question about PPE (Personal Protective Equipment) for staff – there will be masks for everyone, cleaning and sanitizing products have been ordered. She feels very comfortable for starting Phase 1 – Limited staff return to library; no public in building, but she stated the key to this is the Governor signing the latest Executive Order, which hasn’t been done yet. After the order is signed, the City Manager will go over it and Mrs. Adamowski will confer with him on actions. She told the Board that there is a lot to do right now within the Library – finishing up Polaris (new cataloging system) training and shelving books both which stopped when the library closed. Mrs. Adamowski noted that there are close to 40,000 materials checked out. The plan for Phase 2 is expanded staff return; no public in building; curbside pickup. In this phase, curbside pickup and returns will start. All returned materials will be quarantined for 3 days before shelving. Payments of fines, fees, etc. will not be accepted in person – they can be paid online. Mrs. Adamowski is not sure if Phase 3, limited patron visits to library, will happen any time soon.

VIII. Adjournment

There being no further business of the Wheaton Public Library Board of Trustees, Ms. Talapatra moved and Mr. Lyon seconded that the meeting be adjourned. A voice vote was taken and the motion for adjournment carried at 5:31 p.m.

Respectfully Submitted,
Lisa Christell-Sandri
Finance Manager