

Monday, May 18, 2020  
5:00 p.m.

**I. Call to Order**

The Board of Trustees of the Wheaton Public Library held its regular monthly meeting on Monday, May 18, 2020. Board President Christine Fenne called the meeting to order at 5:08 p.m. Members electronically present at roll call were: Alan Herbach, Bob McDonough, Simone Morton and Kathryn Staron; in person: Christine Fenne, Laurie Metanchuk and Vallari Talapatra. Bob Lyon joined at 5:13 and Joe McHaley joined at 5:16, both electronically. Betsy Adamowski, Library Director, Ed Sirovatka, IT Manager, and Lisa Christell-Sandri, Library Finance Manager and recording secretary for this meeting, attended in person.

**II. Citizens to be Heard**

There were no citizens to be heard.

**CONSENT AGENDA**

**III. Minutes for the April 27, 2020 Special Board Meeting**

**IV. Financial Reports for April 2020 and Bill Listing for May 2020 Payment**

Ms. Talapatra moved and Mr. Herbach seconded to approve the Consent Agenda items.

Roll Call Vote

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

Nays: None

Absent: Mr. McHaley  
Mr. Lyon

Motion Carried

**V. Friends of the Library Report – Mrs. Adamowski**

There was no report.

**VI. Library Director’s Report for April 2020**

Mrs. Adamowski was happy to welcome everyone back to a *regular* Board meeting. She stated that she would defer going over her Board Report it was covered by the meeting’s agenda.

**VII. Unfinished Business:**

**A. None**

**VIII. New Business:**

**A. Motion to Approve Non-Resident Card Participation**

Mrs. Metanchuk moved and Ms. Talapatra seconded to approve the motion.

Roll Call Vote

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

Nays: None

Absent: Mr. Lyon  
Mr. McHaley

Motion Carried

Mr. Lyon entered the meeting via Zoom.

**B. Motion to Approve Tax Method to Calculate Non-Resident Fees for Both Homeowners and Renters**

Ms. Talapatra moved and Ms. Morton seconded to approve the motion.

Roll Call Vote

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

Nays: None

Absent: Mr. McHaley

Motion Carried

Mr. McHaley entered the meeting via Zoom.

**C. Motion to Approve Nominating Committee**

Mrs. Fenne asked for approval for the following as members of the Nominating Committee: Joe McHaley, Chair, Vallari Talapatra and Bob Lyon. She stated that the meeting for the Nominating Committee will be on June 15, 2020 directly before the next regular Board meeting. Mrs. Metanchuk moved and Ms. Morton seconded to approve the members of the Nominating Committee.

Roll Call Vote

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

Mr. McDonough

Mrs. Fenne

Nays: None

Absent: None

Motion Carried

**D. Update of Curbside Return Service**

Mrs. Adamowski stated that curbside service started over a week ago. The number of returned books hasn't been determined since they are being quarantined for 7, not 3, days, as recommended by library leadership. She hopes to start curbside pickup on June 1<sup>st</sup>, pending the Governor's move into Phase III of his plan. For curbside pickup, the patron will put items on hold through their internet account and will be notified when the books are ready; then the patron will notify the Library when they will pick up their items. There will be no fines charged while the building is closed to the public. Mrs. Adamowski also mentioned that the Adult and Youth Services staff will be back in the building starting June 1<sup>st</sup> doing their virtual work from there.

**E. Staff Update**

Mrs. Adamowski told the Board that Ann Barnfield, Head of Circulation, and Phyllis Borus, Assistant Head of Circulation, are both retiring at the end of June. They were going to do it earlier, but held off when the pandemic hit. Their possible replacement will be held off. Deputy Director Dawn Kovacs will take over Circulation in the interim. Mrs. Adamowski also noted that Larry Wasik, our Facilities Manager, will be retiring at the end of July; she will be posting that position soon. There have also been other employees who have either retired or resigned.

**F. Job Description/Benchmark Modifications**

Mrs. Adamowski noted that she was able to use the upcoming retirements for some staff changes. The IT Manager position will become IT/Facilities Manager. This position will manage IT along with the building's mechanicals and security. The Finance Manager position will change to Finance/Business Office Manager which will help the Business Office, Finance and Administration be more cohesive. As stated, the Deputy Director will lead the Circulation Department along with managing Polaris. Mrs. Adamowski stated that she consulted with the benchmarking company for guidance throughout the process.

**IX. Board Member Comments (Round the Table)**

Mrs. Metanchuk really liked the WPL Fact Sheet. Mrs. Fenne thought that the staff's virtual content was interesting. Mrs. Adamowski responded that department heads are already looking into future content if school doesn't start in fall. Ms. Talapatra said she was going to do a virtual talk through WPL about Meditative Gardens in June. Mrs. Adamowski was asked if WPL has an organizational plan for pandemic response. She said she was going to present one in February, but thought it was too early. She has put one together so there will be procedures in place for the next time there is a pandemic resurgence or serious event that occurs.

**XIII. Adjournment**

There being no further business of the Wheaton Public Library Board of Trustees, Mr. Lyon moved and Mrs. Metanchuk seconded that the meeting be adjourned. A voice vote was taken and the motion for adjournment carried at 6:00 p.m.

Respectfully Submitted,  
Lisa Christell-Sandri  
Finance Manager