

The Minutes of the  
Havana Public Library Board  
May 14, 2020

**Call to Order** – The meeting was called to order by president Mark McGrew via Zoom Conferencing at 4:50 PM.

**Roll Call** – Those present: Mark McGrew, Jan Hurley, Cathy Toncray, Mary Layton, Stephanie Howeter, Brian Lesemann, Mary Ellen Simpson, Business Administrator Marty Balbinot, Library Director Vanessa Hall-Bennett, and guests: Jessica Lesemann and Ellen Mibbs.

**President's Report** - none

**Secretary's Report** – The minutes from the April 9 meeting after corrections were approved with a motion by Cathy, second by Jan. The minutes of the April 23 special meeting were approved with no corrections with a motion by Mary Ellen, second by Cathy.

**Correspondence, communications, and public comment** – There was no correspondence or communications. Public comment would be made later in the meeting by the guests.

**Treasurer's Report** – Stephanie asked if the IT was willing to decrease their costs as their services have not been as extensively used. Marty said she would contact them to see. Vanessa reported at a previously that they had been unwilling under the current circumstances to come out and do any work. The treasurer's report (including bills payable) was approved with a motion from Stephanie and seconded by Mary Ellen.

**Librarian's report** – As Vanessa understands it the library can not reopen until phase 4. The RSA which provides our catalogue service has in many ways been disabled to limit the spread of the virus possibly due to inter library loan. Patrons can place holds but we have no way of seeing them as a result service is not possible. System wide average of holds by patrons on books from another library is 73% but our patrons average 91.3%. Vanessa informed the board that she was looking into ebook purchasing for Summer reading, but it was expensive, but current ebook use has held steady most likely due to our demographics. RAILS had said that items received should be held for 3 days but now quarantined up to a week. After attending a webinar they were advised to have all the necessary PPE and cleaning supplies and a thorough cleaning of the library before opening back up. All soft materials etc. need to be removed, staff with proper coverings, barriers, proper staff hygiene, sick policies observed, etc. Vanessa reported that supplies for these requirements will be difficult to order and most likely she will need to get them herself. She has concern for the backlog of Windows 10 updates that will need to be done but our IT is not providing service at this time. The IL government has control over the Per Capita and if state funds do not allow they will not be distributed. She has also had multiple conversations with other library directors to see what they are doing to prepare for reopening and she is beginning for formulate one for us. All 'soft' items such as stuffed animals, furniture, etc. will need to be put in storage. The front desk having its original finish comes off if you clean it and becomes sticky. It may need to be disassembled and refinished and for that reason we may need a temporary desk with laminate material. Mark questioned the need for initial cleaning since the building has been vacant for so long and Vanessa concurred. This was followed by much discussion as to where to store the chairs and how to clean etc. only to be decided later when more information is available. Vanessa said she just wanted to warn the

board about possible changes to the library due to the guidelines coming in. Mark suggested some written proposal preceding the next meeting to help the board prepare for discussion. For example books would be collected then stored according to when they were received until safe. This would also affect when they would be processed. Additional discussion followed concerning complications due to the virus, staff and patrons.

**Unfinished Business** – Mark added concerning furlough we do not have to pay anyone for their vacation leave. However, we said that we will do it and we will stand by what we said and it is money we owe them anyway. He also added that some school kids are being allowed to keep their Chrome books and some are not.

The circulation desk will need to be stripped and resurfaced. Brian volunteered a name of someone who does this professionally and will email the information to Vanessa. This is a good time to take care of it. Mary also suggested that it may be a good time also to find someone to construct sneeze guards. Vanessa is open to suggestions. Mark suggested it may be easier to separate the computers for safe distancing. Vanessa thought another table could be brought in but the lack of electrical outlets make it difficult. Storage of 'soft' items may be in the annex and use of annex will be considered when doing so.

#### **New Business:**

**Resolution 20-01: IMRF Benefit Leave** - This was provided by our attorneys. It simply authorizes what we have already voted on. Brian made a motion to accept the proposal, Mary seconded the motion and it was passed.

**Summer Reading Program 2020** - Mark expressed concern for the ebook prices. Vanessa thinks we can find a work around to avoid purchasing ebooks. Mark asked if the 'zoom' time can be recorded and reoffered. The answer was 'yes.' It was also asked why 15 hours, and it was due to an IMRF issue. Marty said that she didn't think it would be a problem. She added that the IMRF forms require signatures so Brian and other members will need to come in to do this. Jess and Ellen's may need to be redone if this program is passed, and possible again after the program is completed if nothing has changed. Marty pointed out that the part time pay will include the normal additional costs involved regular pay. There was brief discussion concerning the extension of the furlough and what it required from us. Vanessa said she would talk to Steve about this. The number of presentations may be more than the planned in the 9 weeks. If there is demand there will be more. This was followed by discussion on how to word the number of hours, if it should be 'limited to' 15 hours. PR was discussed for the program. Stephanie mentioned that the schools still had a connection to the students through May. An article in the paper was mentioned as a press release. Also, a message could be shared on the local school district's facebook pages. As the program has a logo we should do what we can to get the it out there.

**Ellen and Jessica** – Ellen wanted to mention that 15 hours is a bit pushing it as we have not done this before. However, they would do what they can. Ellen informed the board that she has already been certified by the Unemployment office. Jessica said that with more hours, more could be done. Mark suggested that a max of 18 hours per person. Vanessa said with the understanding of not having a conventional time sheet but only an itemized time sheet by email that 20 hours would be the threshold for IMRF, and the question is what percentage (4.5%). It would not affect their paycheck, but it would force our contribution up to 16.7 (the normal contribution rate). Brian made a motion to accept the proposal but with 18 hours and Stephanie seconded. The motion passed unanimously Stephanie also proposed that we link up with the

summer program at Spoon as well.

**Building Maintenance: Plumbing, Mailbox** – Vanessa wondered what “type” since we are not open it has become an issue. Vanessa was authorized to make a purchase a mailbox. She also noted that the sink behind the front desk was clogged, and this will be an issue if we are expected to wash our hands.

**Employee Expense Reimbursement** – There is a law requiring us to reimburse employees, but nothing about people working at home. Mark wants us to think about this and make a decision at the next meeting. Internet and cellphone are possible expenses for example. Vanessa said in 2019 the state passed a resolution concerning this. Ancil-Glink advised RAILS to amend the current policy to include a “temporary remote working policy.” Mark asked if we should we adopt something that has future application? The board advised him to contact “Steve” to talk details as they have suggested a flat rate. Vanessa suggested we could adopt a “telecommuting policy” and will talk to the lawyer for possible approval at the next meeting.

**HPLD Meeting Dates 2020-2021** – this will be for approval at the next meeting.

**Ebsco NovelList database** – This resource is used to identify 'read alike' for authors. Very useful now since we can't get books. The cost is \$1500 a year and also would be helpful for the Summer Reading program. Unfortunately it is due at the end of March. Mark asked if we could start it June 1<sup>st</sup>. No vote was required. Vanessa added that Jessica would need to take the library's computer home to do library work.

**Public Comment** – Ellen and Jessica asked if they could also use a library laptop. The board had no problem with that. Vanessa, said that at the webinar there was a question concerning vacation accumulation while they were on furlough. However, it doesn't seem under the current circumstances to be an issue for us at this time.

**Adjournment** – Motion to adjourn was made by Brian, seconded by Mary and passed unanimously