

**Special Meeting of Mount Carroll District Library Board  
March 21, 2020 Meeting Minutes**

Call meeting to order – 12:03pm by Laurel Bergren

The Mount Carroll District Library Board is meeting via teleconference because the physical quorum requirements have been suspended by Governor Pritzker through executive order. We are still required to adhere to the rest of the open meetings act, including providing 48 hours public notice and making provisions for the public to participate.

Attendees: Attendees: Marsha Foltz, Thomas Sorg, Pam Naples, Laurel Bergren, Paula Watson, Kathleen Evison, Patrick Foltz, Brandon McCaskey

Additional participants: Liz Mc Dermott, Anna Gray

Approve the Agenda: McCaskey/P. Foltz

Public comment: None

Treasurers/Secretary's reports will be postponed until our regular board meeting on April 8, 2020

Reevaluate our response to COVID 19 recommendations

Report on last week:

1. Service adjustments – Library closed, digital library open for business
2. Work adjustments – staff worked normal hours at the library
3. Public communications – Website, Facebook, newspaper
4. Staff communications
5. Deep cleaning – last week Diane & Pam, 5 phone calls, 1 inquiry for member number – lots of cleaning, lots of organization

Moving forward:

Motion: the library will be closed until the governor has lifted the “Stay-at-home” order at which time the board will reevaluate our position. \_\_\_\_/\_\_\_\_

1. Key roles and responsibilities
  - a. Pam will oversee the critical needs of the facility including
    - i. Building/boiler
    - ii. Book drop
    - iii. Mail
    - iv. Banking
    - v. Payroll
    - vi. Public communications
    - vii. Staff communications

- b. If Pam is unable to fulfill her duties, duties fall in the following order to:
    - i. Laurel Bergren
    - ii. Tom Sorg
2. Physical presence in the library
  - a. Only necessary visits to the building by employees and board members with keys
  - b. Only one person at the time in the building
  - c. Prior notification of visit to Pam/copy Laurel in order to maintain a log of comings and goings - (Liz suggested a log on the desk)
  - d. Wipes and paper towels will be supplied on the front desk. All touched services, such as keyboards, door handles shall be disinfected prior to leaving
3. If anyone gets sick, notify Pam and the board and cease entering the building - stay home!
4. All committee meetings will be cancelled except for Finance Committee and the regularly scheduled April 8, 2020 meeting which will be held remotely. Proper notices will be sent out.
5. American Library Association has recommended granting leave with pay for all library employees during this time of shut-down. The library is not in a critical financial situation and taxes have been received and budgeted for the purposes of employee compensation.

Motion: The library will maintain the current payroll as is. Pam remains responsible for all aspects of the library's operations and Liz will continue her duties as finance director from home with limited access to the library building. Diane will remain at home.

Motion - Sorg/M. Foltz

Motion to adjourn the meeting - P. Foltz/McCaskey

Meeting adjourned at 12:19pm