POPLAR CREEK PUBLIC LIBRARY DISTRICT

Main
1405 S. Park Avenue
Streamwood, IL 60107

Sonya Crawshaw Branch
4300 Audrey Lane
Hanover Park, IL 60133

**MEETING OF THE BOARD OF TRUSTEES OF**
**POPLAR CREEK PUBLIC LIBRARY DISTRICT**

Date: May 21, 2020
Time: 7:00 p.m.
Place: Zoom Meeting
https://us02web.zoom.us/j/84051368984?pwd=SEJBSExEanlMMHRXL3U3VmxZTVNqdz09
Meeting ID: 840 5136 8984
Password: 245928

Due to the stay-at-home orders from the Governor (Executive Order 2020-10 and 2020-32, the May 21, 2020 Regular Board Meeting will be conducted virtually, as authorized by Executive Orders 2020-07 and 2020-18.

AGENDA

**1. Call to Order**
**2. Roll Call**
**3. Pledge of Allegiance**
**4. President's Report**

**5. Public Forum-** Questions concerning agenda

**6. Accept Agenda**
Request a Motion to accept agenda as presented (anything to be discussed from consent agenda should be pulled out at this time)

**7. Secretary's Report** – Trustee Harry
Correspondence

**8. Treasurer's Report-**Trustee Khan

**9. Trustees Report**

**10. Teen Advisory Report-**Student Trustee Patel

**11. Executive Director's Report**
Including a summary of our grant writer's progress

**12. Consent Agenda Approval:**

**Motion to Approve Consent Agenda**

A. Minutes of the Special Board Meeting -February 20, 2020

B. Minutes of the Regular Board Meeting-February 20, 2020

C. Minutes of the Policy Committee Meeting-March 5, 2020

D. Minutes of the Emergency Meeting March 16, 2020

E. Minutes of the Finance Committee Meeting – May 14, 2020

F. Semi-Monthly Expenditures for $1,307,801.58 from 2/15/2020 through 5/15/2020

G. Acceptance of Executive Director's Reports

H. ADA Policy

I. Library Board Meeting Policy

J. Fines and Fees Policy

K. FOIA Policy

L. Internet Use and Safety Policy

M. Study Room Policy

N. Credit Card Policy

O. Fixed Asset Policy

P. Fund Balance Policy

Q. Investment Policy

R. Purchasing Policy

S. Intellectual Freedom Policy

**13. Current Business**

A. Motion to approve the 2020_2021 Budget as presented

B. Motion to request the Board to approve Debra signing an Inter-Governmental Agreement with the Water Reclamation District

**14. New Business**

A. Review Student Trustee Applications

B. Interview three candidates (closed session)

C. Motion to select a Student Trustee for the coming twelve months.

D. Motion to request the Board to approve the Amendment to the Drug Free Workplace portion of the Employee Handbook

E. Motion to request the Board to approve the Amendment to the Anti- Harassment Policy

F. Discussion/Motion to request the Board to choose contract for Sikich one-year verses 3-year contract

G. Discussion/Motion to request the Board to pursue PACE Bus Stops Shelter

H. Discussion and motion concerning employment during shelter in place (closed session)

I. Discuss decision concerning drive through windows and holds lockers.

J. Discussion/Decision on back to work plans

**15. Recess to Executive Session**
**Motion to recess to Executive Session**
A. (5ILCS120/2) (C) (3) to discuss the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance
B. (5ILCS120/2) (C) (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint logged against an employee of the public body or against legal counsel for the public body to determine its validity.

**16. Reconvene Open Session**

**17. Public Forum** – Questions concerning library

**18. Comments/Topics** for June Board Meeting
*(Trustees are reminded to give future agenda topics directly to the President)*

**19. Adjournment**
Request the Board to adjourn to the next regular Board Meeting of June 18, 2020.