MEETING MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES OF POPLAR CREEK PUBLIC LIBRARY DISRICT
Thursday March 25, 2021
7:00 p.m.
Mercedes A. McGowen Board Room and Zoom

1. Call to Order-President McCreary called the meeting to order at 7:00 p.m.

2. Roll Call-Trustee Bailey, Harry, Hulke, Jordan, Kennedy, Khan, Student Trustee Chavda and President McCreary attended in person.
Also Present: Executive Director Debra Stombres, Deputy Director Ron Pauli, Deputy Director Kris Kenney, Business Manager Sue Haisan, Maintenance Services Manager Bill Slayton and Administrative Assistant Deborah Muscarello attended in person. Engberg Anderson Architect Shaun Kelly and Branch Manager Steven Zanfardino attended via Zoom.

3. On March 5, 2021, Governor J B Pritzker extended by 30 days, through April 3, 2021, the disaster proclamation relating to COVID-19 (Executive Order 2021-05). **With the current mitigation status, this meeting will be conducted in-person. Since attendance at this meeting location is not feasible due to mitigation restrictions and limited seating due to social distancing requirements because of the COVID-19 disaster, members of the public may virtually attend this meeting.**

On June 12, 2020, the Governor signed Public Act 101-0640 into law. This new law amends the Open Meetings Act to authorize public bodies to meet remotely without the otherwise required quorum present at the meeting place.

1. This authorization is only effective when the Governor has issued a disaster declaration that covers the jurisdiction of the public body.
2. The head of the public body must make a determination that an in-person meeting is not practical or prudent due to a disaster. Our agenda states that there is a virtual component to this meeting as we adhere to the restrictions of the Phase 4 Recovery Plan.
3. Roll Call will determine whether a trustee is attending in-person or virtually and confirm that all are able to hear each other during the meeting.
4. Members of the public are welcome to attend in-person or virtually.
5. One member of the public body or the chief administrative officer must be present at the meeting place. Debra Stombres the Executive Director and Candace McCreary President of the Board of Trustees are both physically present.
6. All votes must be by roll call.
7. Notification has been provided in accordance with the Open Meetings Act.
8. Both Open and Closed sessions of a virtual meeting of the public body must be recorded.

4. Pledge of Allegiance

5. President's Report-Debra Stombres celebrated 5 years on March 16th and our April Newsletter will be coming out

6. Public Forum-None

7. Trustee Kennedy moved and Trustee Jordan seconded a motion to request the Board to move item 14c (presentation and motion to request the Board to approve the selection for the branch meeting room bid) to after item 7

Roll call Ayes Bailey, Harry, Hulke, Jordan, Kennedy, Khan, Student Trustee Chavda and President McCreary

Nays

Motion Carried

14.c. Trustee Kennedy moved and Trustee Khan seconded a motion to proceed with the presentation and motion to request the Board to approve the selection for the Branch meeting room bid.

Shaun Kelly reported to the Board on the Bid Details for the Branch Meeting Room
Trustee Kennedy moved and Trustee Jordan seconded a motion to request the Board not to accept the final bids and table the project until we hear from Springfield and revisit in the Fall.

Roll call Ayes Bailey, Harry, Hulke, Jordan, Kennedy, Khan, Student Trustee Chavda and President McCreary

Nays

Motion Carried

8. Secretary's Report-Trustee Harry Correspondence-Thank you for the flowers from Magali Wyman and a certificate of Thank you from the Census Bureau for our partnership

9. Treasurer's Report-Trustee Khan reported to the Board highlighting-

- We received $455,518.33 in tax revenue from Cook County in February
- Interest earned in February was $288.04
- At the end of March, we held $1,873,829.00 in cash and investments
- Investments with PMA are $300k

10. Teen Advisory Report-Student Trustee Chavda reported to the Board highlighting-

- Discussed volunteering hour possibilities for the future (outside the library)
- Went through possible May and April programs; lots of arts and crafts
- Brainstormed possible ideas for the future-summer programs

11. Trustees Report-Trustee Bailey report to the Board on the ILA Library Trustee Forum she attended (covid and beyond) via Zoom

- Safety among the libraries were all similar and unified

12. Executive Director's Report

a. Maintenance Services Manager Bill Slayton reported to the Board highlighting-

- Air handler is being operated manually
- Parts shipped today, they should be here Monday or Tuesday
- The repair will take two days to complete

Debra Stombres reported to the Board highlighting-

- "Lift Every Voice Grant" kudos to Elizabeth, Kris and Mary for administering this grant with great programming
- Kris is working on signage in Non-Fiction

- Ron has been very busy onboarding this month
- The Studio is planning a web based platform for local musicians using MUSICat, Other libraries around the country offer this, however we will likely be the first in Illinois.

13. Trustee Khan moved and Trustee Hulke seconded a motion to request the Board to approve the consent agenda as presented

a. Minutes of the Regular Board Meeting-February 18, 2021
b. Minutes of the Policy Committee Meeting-February 25, 2021
c. Minutes of the Emergency Board Meeting-March 17, 2021
d. Semi-Monthly Expenditures for $416,769.38 from 2/13/2021 thru 3/12/2021
e. Acceptance of Executive Director's Report
f. Loans Period Policy
g. Conference and Travel Policy
h. Studio 1405 Policy
i. Open Meetings Act Public Notice Policy

Roll call Ayes Bailey, Harry, Hulke, Jordan, Kennedy, Khan, Student Trustee Chavda and President McCreary
Nays
Motion Carried

14. Current Business

a. Trustee Kennedy moved and Trustee Bailey seconded a motion to recess to executive session to discuss:
1. (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.

Roll call Ayes Bailey, Harry, Hulke, Jordan, Kennedy, Khan, Student Trustee Chavda and President McCreary
Nays
Motion Carried

Reconvene Open Session-Roll Call President McCreary reconvened the open session at 8:05 p.m.
Trustee Bailey, Harry, Hulke, Jordan, Kennedy, Khan, Student Trustee Chavda and President McCreary

b. Trustee Kennedy moved and Trustee Jordan seconded a motion to request the Board to hold interviews for the Student Trustee and Trustee candidates at the April 15, 2021 meeting.

Roll call Ayes Bailey, Harry, Hulke, Jordan, Kennedy, Khan, Student Trustee Chavda and President McCreary
Nays
Motion Carried

15. New Business

a. Trustee Kennedy moved and Trustee Khan seconded a motion to table the approval of the Response to Law Enforcement Policy until the April meeting to allow editing.

Roll call Ayes Bailey, Harry, Hulke, Jordan, Kennedy, Khan, Student Trustee Chavda and President McCreary
Nays
Motion Carried

16. Comments/Topics for the April Meeting-None

17. Trustee Hulke moved and Trustee Bailey seconded a motion to adjourn to the next Board Meeting of April 15, 2021

Roll call	Ayes	Bailey, Harry, Hulke, Jordan, Kennedy, Khan, Student Trustee Chavda and President McCreary
	Nays	

Motion Carried

Adjourned at 8:12 p.m.

Sherri Harry	Deborah Muscarello
Secretary	Administrative Assistant