



MINUTES

A meeting of the Board of Library Trustees of the La Grange Park Public Library District was held March 31, 2020 at 7:00pm, via Zoom at the link: <https://zoom.us/j/381771408>, meeting ID: 381-771-408

1. President Whitman called the meeting to order at 7:00 pm.
2. Upon roll call the following were present: Whitman, Gies, Swainson, Snow, Clement, Donaldson, Also present: Kate Buckson, Executive director; Gabriela Magats, Business Manager. Absent: Demes-O'Brien
3. Introduction of visitors:
 - a. Maureen Sill, Head of Circulation
 - b. Debbie Zeleznik, Technical Services Coordinator
 - c. Gabe Oppenheim, Head of Adult Services
 - d. Samantha Farruggia, Young Adult Librarian
 - e. Rose Hopkins-LaRocco, Head of Children's Services
4. Public comment: None
5. Staff reports: Stats were up again for the second month in a row.
6. Trustee reports: None
7. Consent Agenda: Snow motioned, seconded by Gies. Approved by roll call vote: 6 ayes, 0 nays, 1 absent.
 - a. Minutes of previous meeting(s)
 - b. Invoices to be paid in the amount of \$ 100,844.95
Checks from Wintrust Bank numbered 35238 - 35322
8. Unfinished business: Please remember to complete the SEI statement before the May 1st deadline.
9. New business:
 - a. Snow motioned, seconded by Gies to approve Resolution 2020 – 01R – A Resolution Approving Recurring Bills. Approval by roll call vote: 6 Ayes, 0 Nays, 1 Absent.
 - b. Discussion of library response to COVID-19 pandemic. Library was closed due to COVID 19 end of business Saturday, March 14th. Each department is providing services remotely:
 - Circulation has made library cards available online so patrons are able to access digital services. Items are not due until May 1st.
 - Children's is providing live storytimes, that will be uploaded to the library YouTube channel, and will record little tutorials.
 - Adult's setup a Covid-19 page on the website and is offering phone reference services, technical support, and programming.
 - YA sends weekly emails to the teens to let them know about the availability of: online reading and reviews, online gaming, an online viewing party for Dr. Who, and Nailed It.
 - Marketing has been collecting data and analytics to see what the return on the investment for different programs are and has been linking to digital marketing to boost posts on Facebook.
 - Staff is working on a very broad list to include: webinars, reading and writing reviews, familiarizing themselves with library resources, Managers have been checking in with their staff and doing department meetings via zoom.
 - Thursday will be "Coffee with Kate" where staff can Zoom in to talk with Kate-no agenda.
 - Snow inquired about the library's long-term plan. We will need to continue social distancing for as long as necessary and will be checking with CDC for best practices for returned items. We will need to discuss what library service will look like beyond this. We are solvent for the remainder



of this fiscal year. Management Team will need to help with forecasting how the economy will affect how we collect taxes in the future.

- Construction project will need to be put on hold. The Municipal Bond market is unstable now and rates are currently high.
- April 22nd-Special Board Meeting

10. Communications (includes emails to the board)

11. Final reading of public comments via Chat function in Zoom: None

12. Snow motioned to adjourn, seconded by Clement. All in Favor. Meeting adjourned at 8:00pm.