CALL TO ORDER:
President Knapke called the meeting to order at 1:00 P.M.

ROLL CALL:
Trustees Present:
President: Molly McGinnis Knapke
Vice President: Diana Foth
Treasurer: Andre Wright
Secretary: Molly Hoerster
Trustee: Tim Brinker
Trustee: Shannon Burgess

Trustees Absent:
Karen Volk

The chair declared that a quorum was present.

Trustee Burgess arrived at 1:05

Library Staff Present:
Library Director: Dawn Bussey
Business Manager: Maria Tachna
Building Engineer: Dennis McCarthy
IT Director: Joe Halter
Marketing Specialist: Rachel Reiter

MINUTES OF PREVIOUS MEETING:
Treasurer Wright moved to accept the minutes of the regular Library Board Meeting on February 17, 2020. Motion Seconded and Carried – Voice Vote Unanimous.

COMMUNICATIONS:
The Board reviewed the monthly correspondence.

OFFICER’S REPORT:
Treasurer Wright reported on the financials this month. Of particular note, $625 was paid to Joe Halter for PLA Conference reimbursement, $1,300 was paid to Colorado Library Consortium for a 3-day conference, $1,623.29 was paid to Melissa Hilt for PLA Conference, $7,500 was paid to Cbiz Valuation Group for the building valuation, and $7,010 was paid to Creekside Printing for the printing of The Guide.

FINANCIAL REPORTS:
Treasurer Wright moved to authorize expenditures for goods and services totaling $216,972.08 as listed in the March 2020 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.
Treasurer Wright moved to accept the February 2020 Revenue and Fund Summary Report, and March 2020 Expenditure Reports. Motion Seconded and Carried - Voice Vote Unanimous.

LIBRARIANS’ REPORTS:
Director Bussey highlighted some of the statistics for the month. Visits to the Library increased 3% for the month, Loans of Materials increased 9%, reference inquiries increased 2%, Adult database usage increased 24%, website visitor sessions increased 6%, Adult Programming increased 19% and Home Deliveries increased 24% for the month.

The Library is partnering with the Village and Muse Community Design for Earth Day to give away 150 burr oak saplings and/or milkweeds. The Village will reimburse us for the saplings and Muse Community Design will give them away and use the opportunity to talk to our members about the upcoming streetscaping project and what it means for our trees.

In light of COVID-19, the Friends of the Library have decided to cancel their book sale.

Director Bussey gave an update on the Compassion Fund. The Fund took off rather nicely. It started with $450 and a partnership with the Glen Ellyn Walk In Ministries. As of February 25, 2020, 51 vouchers have been redeemed for a total of $390. The Lions Club of Glen Ellyn has generously provided a $500 donation to continue the program and the Library has added a donation box for this purpose at the café. The Library has also now publicly announced the existence of this program and has received 1 $10 donation towards it.

Vice President Foth moved to accept the Librarian’s Report. Motion Seconded and Carried - Voice Vote - Unanimous.

NEW BUSINESS:
Update on COVID-19:
The Director gave a brief overview concerning the health of the community and staff while sharing what other area Libraries have done and will be doing. DuPage County is now suggesting that everyone stay home. As the situation has rapidly developed, the Library Director has followed the CDC guidelines and information from the DuPage Health Department, and now the DuPage Health Department is saying to stay home. For the safety of the staff and community, the Director recommended that the Library close. Vice President Foth moved to close the Glen Ellyn Public Library to the public due to the COVID-19 Pandemic effective at 5 PM on Sunday, March 15th, 2020 until further Notice. Motion Seconded and Carried – Roll Call Vote – Unanimous with Trustee Burgess abstaining.

The Library Board worked together to create the following COVID-19 Emergency Leave and Pay Policy:
Beginning Monday, March 16, 2020, the Glen Ellyn Public Library will be granting all staff fourteen consecutive days of paid leave for their regularly scheduled hours due to the Library closing to the public for the COVID-19 Pandemic. This policy may be renewed for an additional 14 consecutive days through the joint decision between the Board President and Library Director. Should the pandemic continue past the second 14 days, the Board will reconvene for further consideration.

Secretary Hoerster moved to approve the COVID-19 Emergency Leave and Pay Policy. Motion Seconded and Carried – Roll Call Vote – Unanimous.
ADJOURNMENT:
At 2:45 Trustee Brinker moved to adjourn the Emergency Library Board Meeting. Motion Seconded and Carried – Voice Vote – Unanimous.

Meeting adjourned at 2:46

Maria Tachna
HR/Finance Director