

**CARY AREA PUBLIC LIBRARY DISTRICT
SPECIAL BOARD MEETING**

Tuesday, April 28, 2020

3:00 p.m.

Cary Area Library - Meeting Room/Virtual Locations

In order to follow the State of Illinois' stay-at-home order, the Cary Area Public Library's Board of Trustees held a virtual meeting to perform essential business. In lieu of in-person public comments, participants may submit questions or comments via the chat function of the Zoom meeting software or in advance to libraryboard@caryarealibrary.info prior to the meeting.

Minutes

- 1. Call to order** – Library Board President Jan Polep called the meeting to order at 3: 04 p.m. In the absence of the secretary Richmond was secretary pro-tem.
- 2. Roll call** – Present via Zoom were Library Trustees Tom Garvin, Scott Migaldi, Jason Pinshower, Jan Polep, Allison Richmond. Also present were Executive Director Diane McNulty, Assistant Director of Support Services Karen Long and Assistant Director of Public Services Mona Reynolds. No other members of the public joined the call or sent emails.
- 3. Approval of board minutes from April 9, 2020** – not to be approved at this time. Will be approved at the regular meeting on May 14th, 2020.
- 4. Communications** – Still in contact with Amanda about the strategic plan. Trying to determine whether to go forward now or after we reopen.
- 5. Unfinished Business**
 - a. Current status of shelter at home and reopening plans** – shelter at home extended until May 31st. Working on plans for phases of reopening. Offer delivery or just begin with curbside pickup. Teresa joined the meeting at 3:10 p.m. Scott had questions about automobile insurance coverage for staff; we currently have something set up with our insurance company (IRMA) for this. Diane asked to discuss and made determination at May meeting to start offering any service before the shelter order is lifted. We will keep to the order and remain closed. Motion made by Migaldi to continue to keep the library closed until May 31st, seconded by Pinshower. On roll call all ayes, motion approved.
 - b. Library update** – RAILS is working with IMLS, OCLC and Battelle Labs to test the virus on library materials for guidelines on how long to quarantine materials. Need this information to get delivery going. CCS also had meetings regarding how reopening will impact due dates, intra-CCS loans and getting items checked back in as we all reopen. At first our patrons will be the only ones we offer service to and only our materials. Looking to stock up on cleaning supplies, PPE and sneeze guards.
- 6. New business**

- a. **Fine free** – Diane would like to go forward with this now and not wait to begin in July. We would have to do some manual work removing fines, not fees like an item is lost or damaged item. No fines are being assessed on the items currently out. This would apply to all materials except for some Library of Things items, STEM kits and Playaway Launchpads. This will be on the board agenda for May 14th.
 - b. **Federal and State Covid-19 funding** – we don't qualify for any of the programs currently out there.
- 7. **Any and all other business the Board may wish to discuss** – would like to get feel for whether we could allow book orders to start coming in before end of month so they can get processed. Scott would like to see a draft of the phases we are proposing (with bullet points). Teresa was happy to hear we have some contact with our older patrons like the homebound patrons and those we are writing letters to.
- 8. **Adjourn** – Garvin motioned to adjourn, Sigsworth seconded. The meeting adjourned at 4:22 p.m.

Respectfully submitted,

Assistant Director of Support Services

Reviewed by,

Secretary