

**Worth Public Library District**  
**Board of Trustees Meeting**  
**August 11, 2020**  
**7:00 P.M.**

1. Call to order—The meeting was called to order by President Tom Miller at 7:00 P.M. in rooms 101-103 of the Worth Park District Terrace Centre located at 11500 S. Beloit in Worth.
2. Roll call—The following trustees were present: Bahira Karim, Carol Looby, Wendy McCarthy, K. C. McKenna Schlee, Tom Miller, Karen Regan and Melissa Soliday  
Also present: Administrative Librarian Carol Hall

3. Pledge of Allegiance

4. Motion to establish Consent Agenda—Motion to establish Consent Agenda including items a, b, c, and d was made by Karen Regan and seconded by Wendy McCarthy.

- a. Approve minutes of June 9<sup>th</sup> Board meeting
- b. Approve minutes of June 23<sup>rd</sup> Finance Committee meeting
- c. Approve payment of monthly bills in the amount of \$87,977.99 (July) and \$54,369.72 (August).
- d. Approve Treasurer’s Reports for June and July

Balance, June 1	\$1,256,551.49
Revenues for June and July	142,014.03
Expenditures for June and July	141,754.31
Balance, July 31	\$1,256,811.21

Yes: Bahira Karim, Carol Looby, Wendy McCarthy, K. C. McKenna Schlee, Tom Miller, Karen Regan and Melissa Soliday

No: None

5. Motion to approve Consent Agenda—Motion to approve the Consent Agenda was made by Karen Regan and seconded by Melissa Soliday.

Yes: Bahira Karim, Carol Looby, Wendy McCarthy, K. C. McKenna Schlee, Tom Miller, Karen Regan and Melissa Soliday

No: None

6. Communications

- Draft of letter to parents of Worth students—We plan to distribute the letter through local schools, in-library distribution, and social media.
- Newspaper article regarding lawsuit to clarify Election Day holiday

- Braden proposal to replace staff copier
- Proven IT proposal to lease staff copier and public copier
- Micro-Eye proposal to replace 3 exterior security cameras

#### 7. Librarian's Report

- We lost power in the library around 4 p.m. on Monday when the storm blew through the area.
- Today we had no internet or phone service all morning; there was electrical power only in some parts of the building.
- We received a tax distribution today of \$68,567.15. It was very encouraging though we have received about \$40,000 less in distributions compared to last year. Since late fees will not be assessed until October 1<sup>st</sup>, taxpayers may wait to pay their taxes.
- A few small branches came off the tree yesterday, and there is a large branch that arches over the driveway exit. It was the board's consensus that the Administrative Librarian should arrange to have the branch removed and the tree trimmed.
- We received several notices for renewing ILA Trustee memberships. Tom Miller would like to renew his membership, but other board members declined.

#### 8. Public Comment—None present

#### 9. Committee Reports—Personnel Committee Chairman K. C. McKenna Schlee reported that she compiled the forms submitted for the Administrative Librarian's evaluation. She met with Carol Hall and presented a summary of the evaluations. Her salary will be increased by 2%.

#### 10. Unfinished Business—Two firms submitted copier proposals. One firm submitted a proposal for outright purchase of a new staff copier, and another submitted a proposal to lease two new copiers (one for staff and one for the public). The Administrative Librarian would like to get proposals that would allow her to make a better comparison.

#### 11. New Business

- a. Bi-annual review of closed session minutes—Motion by Karen Regan, seconded by Bahira Karim that the closed session minutes remain closed at this time.  
Yes: Bahira Karim, Carol Looby, Wendy McCarthy, K. C. McKenna Schlee, Tom Miller, Karen Regan and Melissa Soliday  
No: None
- b. Approve adding Sherrie King to The Illinois Funds accounts for inquiry purposes  
Motion to approve adding Sherrie King to The Illinois Funds accounts for inquiry purposes only was made by Karen Regan and seconded by Tom Miller.

Discussion: “For inquiry purposes” means that she may inquire as to the balance of funds in each account. This information is needed to prepare the monthly Treasurer’s report. She would not have authority to add, withdraw or transfer funds.

Yes: Bahira Karim, Carol Looby, Wendy McCarthy, K. C. McKenna Schlee, Tom Miller, Karen Regan and Melissa Soliday

No: None

- c. Approve policy for Face Coverings and Social Distancing—Motion to approve the proposed policy for Face Coverings and Social Distancing was made by Wendy McCarthy and seconded by Tom Miller.

Discussion: So far library patrons have been compliant. People who are unable or refuse to wear a mask will be asked to leave and will be offered curbside delivery of their materials.

If such patrons will not leave, staff are authorized to contact the Worth Police Department for assistance.

Yes: Bahira Karim, Carol Looby, Wendy McCarthy, K. C. McKenna Schlee, Tom Miller, Karen Regan and Melissa Soliday

No: None

- d. Approve revision to Hot Spot Policy—Motion to approve the proposed revision was made by Karen Regan and seconded by Tom Miller.

Discussion: The proposed changes would change the checkout period from one week to two weeks and would change the overdue fee from \$10 per day to \$5 per day. The service provider can shutdown service to an individual hotspot that is overdue; without internet access, patrons return them quickly. We may have increased interest in hotspots when school resumes.

Yes: Bahira Karim, Carol Looby, Wendy McCarthy, K. C. McKenna Schlee, Tom Miller, Karen Regan and Melissa Soliday

No: None

- e. Approve protocol for Covid-19 Exposure—Motion to approve the proposed protocol for Covid-19 Exposure was made by Karen Regan and seconded by Bahira Karim.

Discussion: There has been no known exposure since opening, but it would be helpful to have a protocol in place should it occur.

Yes: Bahira Karim, Carol Looby, Wendy McCarthy, K. C. McKenna Schlee, Tom Miller, Karen Regan and Melissa Soliday

No: None

- f. Set date for Budget Hearing:

It was agreed that the hearing would be held at the library on September 15<sup>th</sup> at 5:00 p.m. Carol Looby, Tom Miller, Melissa Soliday, and Karen Regan will attend.

- g. Appoint two trustees to audit fy 19-20 board minutes  
Bahira Karim and Wendy McCarthy agreed to audit the minutes on August 14<sup>th</sup> at 9 a.m. The audit is a requirement for the Illinois Public Library Annual Report.
  
  - h. Approve proposal to replace outdoor security cameras—Motion to approve the proposal from Microeye to replace three outdoor security cameras at a cost of \$2,934.50 was made by Karen Regan and seconded by Carol Looby.  
Discussion: The Administrator shared photographs of the image being transmitted by Camera 3. It was determined that the internal iris of the camera is damaged such that it does not close properly when exposed to bright light. Because the camera is mounted very high on the building, a lift must be rented to reach it. Due to the cost of renting a lift, the technician recommends replacing two other cameras so they can all be replaced at once. The current cameras were installed in 2011; they are analog and will be replaced with high definition. This company installed and maintains our building alarm system as well as our CCTV system; we have no complaints about their service.  
Board members would like to know about the warranty and the anticipated life of the new cameras.  
Yes: Bahira Karim, Carol Looby, Wendy McCarthy, K. C. McKenna Schlee, Tom Miller, Karen Regan and Melissa Soliday  
No: None
12. Set dates for committee meetings—None set at this time.
13. Adjournment—Motion to adjourn the meeting was made by Wendy McCarthy and seconded by Karen Regan.  
The motion carried on a voice vote, and the meeting was adjourned at 8:00 p.m.

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Secretary

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President