



Notice is hereby given that the following Committees of the Library Board will be held via videoconference with **all remote participation** Tuesday, June 9, 2020 at 7:00 p.m.

Committee of the Whole Meeting will be held remotely, without a physical quorum present, authorized by Executive Order of the Governor (COVID-19 Executive Order No. 39, May 29, 2020). All meetings are public according to the provisions of the Illinois Open Meetings Act.

To submit public comment, either join the meeting using the link below, or send an email with your comments to Library Director Heidi Smith at hsmith@prpl.org at any time before or during the meeting. All comments will be read aloud during the meeting.

Join meeting online: <https://zoom.us/j/93120255383?pwd=enZUZFc1Ylzc1JnOEpmWRVY0EvUT09>

Or call (312) 626-6799

Webinar ID: 931 2025 5383

Password: 994987

International numbers available: <https://zoom.us/u/alUWfhvrh>

Of note, those calling in will be identified by the phone number from which they are calling. To be assigned a different identifier, dial *67 before dialing the phone number.

Please contact Library Administration for additional information or to request accommodations.

**LIBRARY COMMITTEE AGENDAS
BOARD OF TRUSTEES
TUESDAY, June 9, 2020 at 7:00 P.M.
All committees are committees-of-the-whole unless noted**

PUBLIC COMMENT

PLANNING & OPERATIONS (Burkum – Chair)

1. Approve March 10, 2020 Minutes – Attached
2. Approve “Clean Slate” overdue fine forgiveness program – Attached
3. Other

PERSONNEL (Reardon/Hanba – Co-Chairs)

1. Approve May 12, 2020 Minutes – Attached
2. Staffing plan update – Attached
3. Complete Library Director annual evaluation
MOTION to adjourn to CLOSED SESSION pursuant to 5 ILCS 120/2(c), for discussion of a personnel matter
4. Approve Library Director annual evaluation
5. Approve March 10, 2020 closed session minutes
6. Approve June 9, 2020 closed session minutes
7. Other

NO MEETINGS:

**BUDGET & FINANCE
BUILDING & GROUNDS
COMMUNICATIONS & DEVELOPMENT
INTERGOVERNMENTAL AGREEMENT SUBCOMMITTEE
RESOURCES**

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Planning and Operations Committee of the Whole Meeting of the Board of Trustees held in
3rd Floor Meeting Room – Tuesday, March 10, 2020 at 7:00 p.m.

CALL TO ORDER

Committee Chair Burkum called the meeting to order at 7:00 p.m.

ROLL CALL

Trustees Present: Gareth Kennedy, President (by phone); Lauren Rapisand, Vice-President; Stevan Dobrilovic, Treasurer; Joshua Kiem, Secretary; Karen Burkum, Alexandra Hanba, Patrick Lamb, Michael Reardon, David Somheil

Trustees Absent: None

Others Present: Heidi Smith, Library Director; Alyson Doubek, Library staff; Alderman Charlie Melidosian, City Council Liaison

REMOTE ATTENDANCE

Trustee Dobrilovic made a

MOTION: to allow President Kennedy to attend by electronic means due to the fact that he was traveling out of town for business.

Trustee Burkum seconded the motion.

Voice Vote: Yes: Burkum, Dobrilovic, Hanba, Kennedy, Kiem, Lamb, Rapisand, Reardon, Somheil

Motion passed.

MINUTES

Trustee Burkum made a

MOTION: to approve the minutes of December 12, 2019.

Vice-President Rapisand seconded the motion.

Voice Vote: Yes: Burkum, Dobrilovic, Hanba, Kennedy, Kiem, Rapisand, Reardon, Somheil
Abstain: Lamb

Motion passed.

REVIEW REPORT ON OVERDUE FINES

Director Smith reviewed the memo and research provided on fine-free policies. She stated that studies find that overdue fines have a negative impact on the Library's mission. We could be losing those who need library services most, and have a detrimental impact on the Library's relationship with community. Director Smith explained that patrons would still be responsible for replacement and processing fees if items are lost or not returned.

Trustee Burkum asked about costs associated with collecting fines. Director Smith estimated 10 hours of staff time per week.

Vice President Rapisand asked about blocking checkouts and how that would be different than today. Director Smith replied that patrons are blocked when they owe \$10 or more in fines.

President Kennedy asked why there is a 2 week period to block and why they are not blocked immediately. Director Smith replied that they are trying to balance getting materials back and accountability and granting access.

Vice President Rapisand asked Director Smith what kind of response was needed from the Board. Director Smith replied that she wanted to discuss philosophical concerns with the Board and determine if there was interest in pursuing the matter further. She stated that she had concerns about external pressures and the fine free movement. She did not want there to be bad feelings from the community if Park Ridge lagged behind neighbors in implementing the policy. Treasurer Dobrilovic said he would be interested to learn which libraries of our peers or contemporaries are still charging fines and which were fine free. Trustee Reardon stated that we would be asking taxpayers to make up the lost revenue. He asked

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why it was assumed that some people would be unable to return books on time. Director Smith replied that for families or individuals who are food insecure, transportation may be an issue, also could be working multiple jobs.

Trustee Burkum stated that the ultimate goal is to get materials back. Libraries who have eliminated fines, received a gush of materials back. People can be afraid of fines, the theory is that they may return once fines are lifted.

Vice President Rapisand said it would be helpful to understand how this relates to our Library. She is open to the idea of going fine free, but would like to see more data. What is the rate for late return items -media vs. books. She could see books being fine free, but media still charged. She wants to look at the needs of our Library, our community how can we implement without losing income.

Director Smith said it would be helpful to gauge interest of board. She will provide additional information to include how many books vs media are returned overdue, categories and classification of fines that are collected and how much, data on what is returned, how much.

All of the trustees stated they were in favor of pursuing a fine-free strategy in some way as long as the data was clear. Some suggested we pursue only Children's materials or all books, but not media. There were additional requests for clarification due to skepticism of some of the reasoning as well as additional Park Ridge data.

President Kennedy stated that if the intent was to get materials back, would not grant 2 week grace period, block account immediately and also stop e-book downloads.

Director Smith stated that philosophically, the team and she are very supportive of this concept. She is also mindful that Morton Grove and Chicago Public Library being fine free; Niles Maine is going fine free April 20; Des Plaines is discussing within the year. She said it's not a good reason to do something just because everyone else is. However, she does feel that considering this as alternative now would have positive outcome and create good will. If we wait 1 year or 2 and be one of the last to change, there is could be negative impact. She said that the data is important, but can't look at it in a vacuum of Park Ridge. We are a member of a 26 library consortium. Retaining fines when others have not could cause patrons leave to other libraries, could affect relationships with community, usage statistics.

Director Smith asked how the Board wanted to proceed. Trustee Burkum said she would like to keep the issue on the front burner. Director Smith responded that they would come back to the committee with more information in April or May.

Trustee Burkum reviewed the list pending initiatives. Trustee Lamb requested an update on Building & Grounds projects. Director Smith will provide update in monthly report.

Trustee Burkum reviewed Board Calendar for 2020.

LIBRARY PANDEMIC RESPONSE PLAN

Director Smith reviewed the Library's Pandemic Response Plan that will be in place in response to COVID-19. She will share the procedure with the Board and staff so they know Library is prepared and understand what the plan is.

ADJOURNMENT

Meeting closed at 7:47 PM



Memorandum

Memo Date: June 6, 2020
From: Heidi Smith
Meeting Type: Planning & Operations Committee of the Whole Meeting
Meeting Date: June 9, 2020
Action Requested: For Approval
Subject: Proposed "Clean Slate" overdue fines forgiveness program

Background:

Due to COVID-19 and the closure of the Library, the Library has not been charging overdue fines (hereafter "fines") since March 13, 2020. Contact-free circulation services could continue until later this summer and multiday quarantine of returns may continue indefinitely. As such, I anticipate the continued suspension of fines until circulation services evolve into a format that could more efficiently support fine transactions.

Once the Library reopens with in-person services, I anticipate it would be difficult to discuss fine transactions that could be 4+ months old when patrons have perhaps grown accustomed to no fines during contact-free circulation services. I also anticipate that besides more negative transactions, fine collection would likely mean more face-to-face interactions between staff and patrons. **With many area libraries joining the fine-free movement and perhaps some understandable feelings of resentment due to limited services these months, requesting payment of past fines may create negative conditions for our community and staff that could outweigh the monetary gain to the Library during this challenging time.** I recommend a "clean slate" in anticipate of when we reopen with full services to demonstrate our support of the community during these difficult economic times as well as community health by reducing interactions. Perhaps increased use will follow as some fine-free libraries have experienced.

Our library consortium, CCS, is running a fines purge at the end of June for any member library who wants to participate. The total shared cost is \$2,600 which would be shared between all participating libraries. I have requested an update on how many libraries have committed to date to estimate what the cost to us would be. In the meantime, I estimate that at least 4 libraries will participate, making the cost to PRPL an estimated \$650.

PRPL currently has a total of \$51,844 in outstanding fines. Based on a review of current outstanding fine balances by year, fines currently 5-10 years old flatten out with an average of \$4,332 (median of \$4,369) remaining balance from each year.

Date Assessed	2003-2016	2017-2020	2003-2020 Total
Overdue Fines	\$31,165	\$20,679	\$51,844

If this trend continues, and we correct for the approximately 50% reduction in overdue fine revenue in 2018 and 2019, we could estimate collection of approximately \$9,000 of 2017-2020 outstanding fines over the next few years and perhaps some fines from 2016 and earlier.

Of note, \$12,450 of the \$31,165 is from 2012 and earlier or 7.5 years old or older. I understand that the CCS Governing Board, on which I serve as a voting member representing PRPL, will consider the question annually to purge fines more than 7 years old starting this year. I plan to support this action.

Recommendation:

I recommend conducting the fines purge with CCS at this time to provide a clean slate to our community. Whether or not the Board decides to go overdue fine-free in the future, it would make our transition back to in-person services more efficient, accommodating, and safer with fewer staff/patron transactions about old fines. The Board can circle back to the fine-free discussion at a later date.

Suggested motions:

1. Approve forgiveness of overdue fines outstanding from 2003 to date with CCS at the end of June 2020

MINUTES
PARK RIDGE PUBLIC LIBRARY
20 S. Prospect Avenue, Park Ridge, IL 60068
Personnel Committee of the Whole Meeting of the Board of Trustees
held via videoconference
Tuesday, May 12, 2020 at 7:00 p.m.

CALL TO ORDER

Trustee Hanba called the Personnel Committee of the Whole meeting to order at 7:38 p.m.

APPROVAL OF MINUTES

Trustee Somheil made a

MOTION: to approve the minutes of March 10, 2020

Trustee Reardon seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kennedy, Kiem, Lamb, Rapisand, Reardon, Somheil

Motion passed.

APPROVE RESOLUTION AUTHORIZING DETERMINATION OF ESSENTIAL GOVERNMENTAL FUNCTIONS DURING COVID-19 CRISIS

Director Smith shared with the Board that Governor Pritzker's Executive Order of May 1, 2020 had been published. The next focus of the Library is to get select staff back to work in the building to work on inventory and be ready to offer contact-free pickups and returns at the Library in the next phase, which would be Phase 3 of the Governor's Restore Illinois plan. Upon review by the Library's attorney, it was his recommendation that the Board approve a resolution authorizing the definition to include this work in what is considered the Library's essential government functions. To date, the work that has been required in the building has been associated with minimum basic operations. Non-essential functions have been encouraged to telework. Having the ability for staff to work in the building to begin preparations for contact-free pickups and returns is an essential function of our library work. Through this resolution, the Board would be authorizing the Library Director to recall staff back to work who are needed to perform this essential work.

Vice President Rapisand clarified that if the Board did not approve this resolution, staff would be unable to be in the building. Director Smith stated that the Library does currently have staff in the building to achieve minimum basic requirements to function, which the maintenance staff and business office are performing. The proposed resolution would expand the definition of essential to include maintaining the inventory of the library. The advice of attorney is that the Library Director not recall staff to the building until the Board defines the work they are being called on to do as an essential function of the library.

Director Smith explained that the Governor's Executive Orders are not specific to libraries. They authorize local government agencies to make their own determination of what is essential. The proposed resolution is expanding the definition of what is essential at this time. She has revised the Library's plan to realign with the Governor's Restore Illinois plan. Once the Governor declares that we are in Phase 3 and the stay-at-home order is lifted, the Library can start offering various services.

Secretary Kiem asked about employee discretion on returning. Are there provisions if an employee is not able to return, or chooses not to return at this time if they are considered high-risk. Director Smith replied that when an employee is recalled back to work, it is by function. The goal is to share hours among the team with small groups of staff returning at maybe 75% of typical hours in staggered shifts. The hours are considered required. Employees can take PTO, unpaid time, FMLA+ or make an ADA request, etc. The assignments would not be voluntary, they would be required. If it was voluntary or not uniform, that could invite concerns about discrimination or unfair treatment.

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Trustee Reardon stated that it is important to get people back in the building to prepare us for Phase 3. He asked if the resolution provided the Director with the flexibility to begin planning for the next phase – allowing patrons back in the building.

Director Smith stated that it is expected that in Phase 3 the Library can start having contact-free pickups. In Phase 3, it is still strongly encouraged to have as many staff as possible teleworking. The focus of Phase 3 has been circulation of materials, not opening the building to the public. Phase 4 of Restore Illinois plan is where schools reopen and all staff can return to work. That is the point where the public would be allowed to re-enter the Library building.

Trustee Reardon asked if this resolution gave the Library Director the flexibility to enter into planning for the next phases as needed including preparation for admitting patrons to the library building. Trustee Reardon proposed including this in the proposed resolution.

Vice President Rapisand asked if Director Smith had received information from ALA or any other governing body regarding safety requirements and equipment needed. Director Smith replied that the study is currently in progress. The study is not expected to be completed until August. RAILS recently updated their original recommendation of 3 days of quarantine to 7 days of quarantine. The Library would pass this guidance along to the public for their pickups. The Board could add something to the resolution to correspond with when the State of Illinois enters Phase 3, or include other language with regard to federal or state guidance. Director Smith stated that we are not ready to do contact-free pickup but are ready to work toward it.

President Kennedy stated that under the Governor's Order, greenhouses, garden centers and nurseries are considered essential businesses, and non-essential retail business can open to fulfill orders. He expressed concern that the COVID-19 peak may not occur until mid-June. The phase we are in may go on for some time. Other businesses are doing pickup - it would seem that the Library would need curbside pickup before you can have returns.

Director Smith reported that a number of area libraries are currently offering pickup (Naperville, Wheaton and Elgin). Director Smith's recommendation is to wait for Phase 3 to do pickups. She explained that the library's consortium provided a good summary. By waiting until the Northeastern Illinois Region is in Phase 3 to reopen, libraries will encourage patrons to stay home per the order, and free up supplies of PPE for health care, grocery and other immediately essential services. President Kennedy stated that it seems like that market is freeing up. He said it feels strange that libraries are behind the curve if non-essential retail is opening up to some degree. Director Smith said she attended a webinar with RAILS (the library system) and Amita Health which said that while supplies are opening up, the State of Illinois still seeking assistance in acquiring PPE for first responders.

Director Smith stated that she is considering the most cautious approach in terms of safety and liability. President Kennedy stated he wanted to ensure Director Smith has the flexibility to adjust as opinions and conditions shift.

Trustee Burkum pointed out that there is a distinction between restaurants or retail and the library. Library materials are sent out and brought back. With restaurants and businesses, the product only goes out. There is a safety measure of the unknown with regard to contact. We would be sending things back out into the public.

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President Kennedy clarified that he is not suggesting that the Library accept books back at this time. He stated that having a book to read is essential at this point, stating that people need different avenues for recreation.

Trustee Lamb stated that he appreciates wanting to give Director Smith flexibility, but said there are so many unanswered questions about the pandemic. He agrees that the Library is a valuable community resource, but it is important to make decisions on the side of caution. He appreciates how the virus is impacting everyone mentally, financially and emotionally – but even one case is too many. We need to keep staff safe, keep patrons safe – he doesn't feel that we have those answers.

Secretary Kiem requested a map or illustration of what the Library's phases are and what the vision of reopening is. Eventually, we will get to point where we can open for business for the new normal. Until then, we will have a building with employees preparing materials for pickup.

Director Smith explained that the Library is currently in Phase 1 – minimum basic operations. She would like to move to Phase 2, which would involve planning for the next stages. Phase 3 would involve contactless pickup and returns. Phase 4 has multiple stages which would include allowing patrons in the building, programs for small groups and volunteers. Under Phase 5 we would restore full operations and programming. The Library's plan does line up with the Governor's with the exception of Phase 4; the Governor's plan allows gathering of 50 people or more – the Library would continue social distancing and smaller group events due to the physical constraints of meeting rooms.

She summarized that there seemed to be consensus among the Board around moving to Phase 2, adding in the flexibility for Director Smith to plan for future phases, and put into effect staffing recalls in preparation for those phases. Director Smith would determine when to move to Phase 3, which the Board may consider authorizing during Phase 2. She suggested presenting this at the Board meeting next week.

Secretary Kiem concurred. He said that the Library is a major part of returning to normal in our community, and stressed the importance of being ready once we are allowed to open.

Trustee Somheil stated that passing the resolution is not opening the doors, rather it is enabling for planning and setting up for future steps.

Trustee Lamb said he would like to see the steps for reopening in more detail. There is no opening too late when it comes to health and safety of employees and patrons. He urged leaning towards side of caution.

Trustee Hanba also leans toward being overly cautious.

Trustee Reardon, with the intent of giving Director Smith more flexibility, recommends amending the resolution to include a letter "H" to include "preparation for opening the building to the public."

President Kennedy suggested adding a letter "I" to "allow Library Director to commence contactless pickups at her discretion."

Trustee Reardon made a

MOTION: to amend the resolution to include a letter "2H" to include "preparation for opening the building to the public."

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Trustee Dobrilovic state that the resolution is defining essential items - including letter "I" did not align as an essential function - if it is at the Director's discretion it is not essential. He recommended being very specific with the wording, putting in place that this could become an essential function once there is sufficient PPE, or guidelines as determined by the Board. There was some discussion of the language and wording, adding in language regarding guidance from the CDC or something to that effect.

President Kennedy withdrew his suggestion of adding a letter "I" at this time.

President Kennedy seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kennedy, Kiem, Rapisand, Reardon, Somheil
Abstain: Lamb

Motion passed.

APPROVE AMENDED EMERGENCY STAFFING PLAN

Director Smith explained that this amended plan continues the staffing plan that the Board has put in place. Many staff would be able to complete work from home. Work will be encouraged not required. She has continued to see the same high level of performance from staff. She suggests moving forward with this same strategy. When a function is recalled to the library building, the hours required to perform that function by necessary employee or employees will be required and the remainder of time for that week would be work from home, encouraged not required, paid their typical 12 hours/wk. If an employee opted not to come in for the required work, they would not be paid for that time. Many staff would not be recalled to the building yet at this phase.

Trustee Burkum made a

MOTION: to approve the amended emergency staffing plan, including compensation through June 20, 2020.

Trustee Somheil seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kennedy, Kiem, Lamb, Rapisand, Reardon, Somheil

Motion passed.

ADJOURNMENT

Chair Hanba adjourned the meeting at 8:41 p.m.



Memorandum

Memo Date: June 6, 2020
From: Heidi Smith
Meeting Type: Personnel Committee of the Whole Meeting
Meeting Date: June 9, 2020
Action Requested: For Discussion
Subject: Staffing Update

Background:

With the implementation of Phase 3 of the COVID-19 Restore Illinois plan, we are moving forward with additional staff shifts in the Library starting on June 21, while some staff continue to work from home. **The goal is to provide the community with library services during typical Library operating hours to increase accessibility to said services.**

All non-exempt part-time and full-time staff's actual hours will be scheduled, worked, and tracked effective June 21. All non-exempt full-time staff will be encouraged to use paid time off or vacation during this time as they wish.

Youth and Adult Services and Marketing will continue to complete most of their work from home on virtual services including phone, chat, and email reference and readers advisory as well as programs, collection development, communications and more. They will have weekly/monthly access for required resources.

The remaining departments will complete most of their work in the Library. Part-time staff in Technical Services, Patron Services, and Maintenance will complete 100% regular hours in the Library. Non-exempt full-time staff from those departments as well as the Business Office will be scheduled to complete 85-100% of their hours in the Library, with some telework tasks as needed.

We are extending hours to typical operating hours as much as possible. Procedures are in place with guidance from the following:

- Restore Illinois
- Illinois Department of Commerce and Economic Opportunity (DCEO)
- Center for Disease Control (CDC)
- Illinois Department of Public Health (IDPH)
- Illinois Library Association (ILA)
- Reaching Across Illinois Library System (RAILS)
- Robbins Schwartz (attorney)

Work Plan includes, but is not limited to:

- All staff provided with information and materials before they return to work
- One example of staff protocols is personal wellness screenings completed from home before each shift
- Division of staff into two teams to limit the number of people reintroduced into each person's sphere of contact
- Staff wearing face coverings
- No in person meetings
- Limited capacity in staff offices
- Signage for social distancing
- Propping doors open
- EPA approved cleaning products; CDC cleaning guidance
- Public interactions via phone, email, chat, social media, virtual programs, contact-free pickup (intercom)



Memorandum

Current PRPL Phase 3:

- Library building closed to the public
- Telework strongly encouraged whenever possible
- Some staff are required to report to library building for 85-100% of their hours with job-related telework for the remainder of their regular hours
- Some staff continue work from home providing virtual services and completing telework for all of their regular hours with the exception of periodic shifts in the Library to retrieve materials and complete projects
- Contact-free pickup began June 1
- Materials returns in June; date to be announced
- Possibly some services by appointment TBD
- Plans will evolve as further information becomes available

Park Ridge Public Library Director Goals – 6.9.2020

FY21 GOALS:

Lead the development of a new strategic plan and development strategy for the Library. (January-July 2020) Propose revisions to FY21 budget and goals as needed. (August-September 2020) Develop FY22 goals, draft summary and capital budgets, 2020 levy proposal, and 5-year levy projection. (August-September 2020) Complete FY22 budget to support plan. (December 2020-February 2021)

Enact and report on FY21 salary changes based on FY20 staff audit including market pay study, changes to minimum wage, and relief of minimum wage compression as appropriate. (TBD) Review process for evaluation with next survey. (July 2020) Prepare FY22 salary increase estimate for 2020 levy proposal (August-September 2020) and plan (January-February 2021) based on results.

Coordinate in-depth Board and Administration analysis of all policies including Employee Manual. (Postpone; reconsider start of 2nd quarter/August)

Oversee completion of FY20 Children's Services desk sound mitigation planning and security cameras projects. (March-July 2020) Oversee completion of FY21 capital building and technology projects including: sprinklers installation with electrical and plumbing upgrades, and phone system, PA system and back-up system upgrades. (May 2020-April 2021)

Pivot and shape the Library's response to emerging issues and services as the community manages through the current pandemic.