

ELMWOOD PARK PUBLIC LIBRARY
Minutes for the Bylaws, Goals, Policy, and Personnel Committee Meeting
Thursday, April 2, 2020 at 7:00 p.m.

1. Call to order: Committee member Diana Gordon called the meeting to order at 7:09 p.m.
2. Roll Call: Upon roll call the following were present via phone or video:

Committee members: Trustees Dee Gordon, SK Narayan, and Peter Fosco (arrived at 7:19)
Also present: Director Tiffany Verzani and Assistant Director Jason Stuhlmann

3. Old Business: None
4. New Business

- a. Federal Emergency Sick Leave (New policy based on federal law)

- i. Director Verzani explained that this is part of the Families First Coronavirus Response Act, which goes into effect April 1, 2020. Our wording of the policy is based on federal law and has been reviewed and approved by our attorney. Tiffany and Maureen have also attended webinars to make sure we have all the correct information, paperwork, and procedures in place.

- b. Federal Emergency FMLA (New policy based on federal law)

- i. Director Verzani explained that this is also part of the Families First Coronavirus Response Act, which goes into effect April 1, 2020. Our wording of the policy is based on federal law and has been reviewed and approved by our attorney. Tiffany and Maureen have also attended webinars to make sure we have all the correct information, paperwork, and procedures in place.

- c. Emergency Closing Policy (Update of current policy)

- i. Director Verzani discussed that this was updated wording to distinguish it as short-term closing, with new wording about working from home. The attorney reviewed, suggesting general language to allow for flexibility, and approved the changes.

- d. Extended Emergency Closing (New Policy)

- i. Director Verzani explained that this was a new policy in response to the current pandemic situation, with the goal that it would cover all extended emergency closures, not just the current one. The policy was reviewed by our attorney, who made suggestions to keep the wording general to allow for flexibility and discretion. This would make it easier to implement and to make decisions based on recommendations and adapting to changing situations.

Director Verzani explained that the Library wants to fully support staff for as long as possible, but recognized that based on unforeseen circumstances, after a time there would be a need to present various building and staffing scenarios to the Board. She then explained that if this was passed at the regular board meeting, she would then present said scenarios.

Peter then asked about the possible scenarios, and Diane asked what other libraries were doing. Tiffany said that we are connected with all libraries in Illinois through our Library System RAILS

and through a Library Director's listserv, as well as state and national associations and social media. The majority of libraries are keeping staff employed through working-at-home through their respective budget years. Everyone is working on scenarios for staffing that take into consideration support for staff and the Village, cost of unemployment and rehiring, staff morale and ability to have enough staff for reopening, the library's budget and revenue situation, etc.

SK then asked if we had to furlough or lay-off staff, who would be first, and Tiffany explained that HR Source recommended reducing staff by job classification rather than by individual, to reduce any risk related to perceived discrimination. Tiffany also added that she would have to do various budget scenarios to see what the potential cost savings would be.

Peter then asked if there was any other content that needed to be added to the policy, and Tiffany responded by saying she would investigate to see if there was anything else worth adding.

e. Payment of routine bills (Current by-laws)

- i. Director Verzani explained that some libraries are adopting a Resolution to provide the Director with the authority to pay routine bills should the board be unable to meet, but our bylaws already provide an alternative for us to pay bills with approval of the President and Treasurer. So, if there is a time when we can't meet or don't have a quorum, then we can provide the list of invoices to Officers and have them approved and signed outside of a meeting. So, at this time there is no need for an additional policy, unless the Board believes a separate policy outside the bylaws is in order. The committee did not make a specific recommendation to adopt a Resolution.

f. Sick Leave Policy (Update current policy)

- i. Director Verzani discussed that she and Maureen reviewed the current policy and are getting recommendations from HR Source and our attorney of how we can stipulate sending people home if they are sick, and requiring them stay home. As needed, an updated policy will be presented to the Board.

g. Illinois Wage Payment and Calculation Act (Current Illinois law)

- i. Director Verzani explained that this law calls for reimbursable expenses for required work-at-home activity, which could potentially add \$800-1,200 a month onto our current expenses (at least \$15 per employee). She also discussed that there is a group of librarians who have contacted General Assembly officials to ask for a suspension of the law during this crisis. If the reimbursement is required, we will make calculations upon reopening and reimburse staff.

5. Recommendation: Peter Fosco made a motion, seconded by SK Narayan, to recommend policies listed as A-D on the agenda as discussed and presented to the full board at the regularly scheduled board meeting.

Ayes: 3 Nays: 0 Absent: 0

Motion carried.

6. There being no further business before the committee, Peter Fosco made a motion, seconded by Diana Gordon, to adjourn the meeting at 7:55 p.m.

Ayes: 3 Nays: 0 Absent: 0

Motion carried and the meeting was adjourned.

Peter Fosco, Committee chair

Date filed (Office)